

NSW Department of Corrective Services  
PAROLEE SUPPORT INITIATIVE  
- MENTAL HEALTH / INTELLECTUAL  
DISABILITY

Expression of Interest  
Information & Submission  
Package

(2006/07-2008/09)

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## **GENERAL INFORMATION**

### **1. INTRODUCTION**

NSW Department of Corrective Services is seeking Expressions of Interest (EOIs) from organisations wishing to be considered for a partnership program – the Parolee Support Initiative - Mental Health/Intellectual Disability (PSI – MH/ID) to 30<sup>th</sup> June 2009 . Organisations are asked to submit EOIs to provide low and/or medium and/or high level accommodation and support services.

PSI-MH/ID is an innovative partnership program between NSW Department of Corrective Services, Department of Housing, government and non-government organisations. PSI-MH/ID is designed to assist parolees with mental health issues and/or intellectual disability requiring accommodation and support services to lead normal, lawful community lives, participate in community life, maintain successful tenancies and abide by the conditions of their parole orders. PSI-MH/ID incorporates a range of levels of support from low outreach to higher levels with considerable flexibility likely to be required.

The PSI-MH/ID project is to provide funding for low, medium and high-level support for parolees who have a mental illness and/or intellectual disability during the initial period of release from custody when the risk of re-offence is highest. It is envisaged that the parolees will transfer to mainstream services/providers following this initial period of intensive support.

PSI-MH/ID is to be implemented in the Fairfield/Liverpool area of NSW as a Shared Access model under the Housing & Human Services Accord and will be administered by the head office of the Department of Corrective Services in Sydney. In terms of case management issues, successful applicants will be required to liaise with Community Offender Services (COS) division of the Department of Corrective Services.

The PSI-MH/ID is aimed at providing accommodation and support to parolees who are at risk of reoffending, and where unstable accommodation or homelessness jeopardises the safety of the community by placing the parolees at increased risk of reoffending. A major focus of the PSI-MH/ID will be to reduce the risk to the community by meeting the accommodation and support needs of this population by way of a partnership approach.

The NSW Department of Housing will provide the accommodation aspect of the PSI – MH/ID. PSI – MH/ID clients will remain in this accommodation at the cessation of this project's involvement and Department of Housing standard operating policies will then apply to the remainder of the tenancy.

### **2. SCENE SETTING**

#### **2.1 The Department of Corrective Services**

The overarching objective of the NSW Department of Corrective Services is to provide a safe, secure, fair and humane correctional system that reduces offending behaviour. Within the Department, COS aims to reduce the impact of crime on the community by effectively managing offenders and by decisively influencing sentencing and releasing decisions.

Currently, the Department of Corrective Services manages some 18,500 offenders in the  
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community, located in rural and metropolitan areas throughout the state. Of these 18,500, approximately 4,000 offenders are serving the community component of a custodial term by way of a supervised parole order.

Growth in offender numbers, the need to address an increasingly diverse range of offending needs and the geographic spread of the area to be serviced has required the Department of Corrective Services to review traditional methods of operation and to adopt a more flexible approach to management of offenders within the community. In the community, the Department has evolved from the traditional method of service delivery, based predominantly on one-to-one contact with offenders, to a process of case management where individual needs relating to offending are identified and addressed.

## **2.2 Partnership arrangements**

The project will report to the Intellectual Disability Criminal Justice System Senior Officer Group. The Housing & Human Services Senior Officer Group will also monitor the project as a Shared Access trial under the Housing & Human Services Accord.

A regional project group comprising all participating agencies will be formed to oversee the establishment and progress of the project. The first meeting of the project group will take place in December 2006.

## **2.3 Identification of target group**

International research is growing in the area of 'what works in reducing reoffending'. Through the analysis of over 700 studies in the area of reoffending, and thirteen separate quantitative reviews of these studies, a number of principles emerge which underlie effective interventions. The key finding to emerge is that interventions that target those at higher risk of recidivism have greater impact. Logically, this practice is based on the fact that those at greater risk have, potentially, the most to gain, and the community has the most to gain from interventions applied to those who pose the greatest risk.

The Department of Corrective Services adopted an actuarial-style risk instrument, the Level of Service Inventory – Revised (LSI-R), in 2002, enabling precise identification of individual risk levels and the degree of intervention required to meet that level of risk. Current 'Best Practice' is to target medium to high-risk offenders with sufficiently intensive interventions to meet individual needs.

## **2.4 Criminogenic Risk/Need and Responsivity**

Factors that have been identified by research as linked to offending are criminogenic risks. Criminogenic risks are comprised of both stable factors such as previous criminal history and education. Criminogenic needs are the dynamic subset of criminogenic risks that, if addressed, reduce the risk of reoffending. Criminogenic needs include factors such as drug and alcohol issues, employment, relationships, accommodation, antisocial associations, mental health issues and attitudes supportive of crime. The required level of intervention is calculated by combining the number and magnitude of both stable criminogenic risk factors and current dynamic criminogenic needs.

On initial contact with the offender, the Probation and Parole Officer develops a case plan, which is reviewed regularly. Individualised case plans comprise criminogenic need factors, including accommodation and mental health issues.

## **2.5 Supported Accommodation**

Research has consistently demonstrated that stable, socially supported accommodation is

linked to a reduction in the risk of reoffending. Many people with complex needs, particularly those with mental health and/or intellectual disability, experience difficulties in accessing housing, disruption to tenancies and reduced capacity to maintain accommodation. This situation is even worse for such people who have been incarcerated.

Institutional COS staff have reported considerable difficulties in obtaining suitable and stable accommodation for offenders with mental health diagnoses and/or intellectual disability due to their complex needs. Parole Board release decisions can be hindered by potential post-release homelessness and lack of support services.

## **2.6 Funding Application**

In response to the issue of accommodation and support services for parolees with mental health issues/intellectual disability (and drug and alcohol issues), the Department applied for and was granted funding, through 2004 election commitments, of \$0.4m per year to 2008/09. This funding is recurrent. The annual funding will enable the provision of support services for a maximum of five to eight (5 to 8) parolees in a twelve (12) month period.

This funding was based on a proposal by the Department's Probation and Parole Service for the provision of a range of supported accommodation services targeting parolees supervised by the Probation and Parole Service with:

- intellectual disability,
- mental health issues.

The PSI-MH/ID is intended to cover the first three to six months immediately following release from custody when a parolee is at greater risk of re-offending. Following this period, it is envisaged that the parolee will transfer to mainstream accommodation providers including public housing, and longer term supported accommodation provided brokered by government agencies.

Research indicates that for offenders with mental health issues and/or intellectual disability the provision of accommodation and support can lead to a reduction in the potential harm the offender poses to the community in terms of the likelihood of reoffending.

## **3. PROJECT BRIEF / SPECIFICATIONS**

### **3.1 Framework for service delivery**

At service level, the PSI-MH/ID model involves a partnership and/or co-operation between the Department of Corrective Services (including both community based and custodial staff), the Department of Housing, government and non-government treatment providers and accommodation support services within a psychosocial rehabilitation framework.

Successful applicants are required to provide accommodation support services in line with following relevant documents:

- Relevant operational policies for the Department of Housing can be located at: <http://www.housing.nsw.gov.au>
- *National Standards for Mental Health Services*  
<http://www.health.gov.au/internet/wcms/publishing.nsf/Content/mentalhealth-mhinfo-standards-nsmhs.htm>

- The NSW Health *Framework for Housing and Accommodation Support for People with Mental Health Problems and Disorders*.  
<http://www.health.nsw.gov.au/policy/cmh/publications/pdf/housing.pdf>
- The NSW Health *Framework for Rehabilitation for Mental Health*  
<http://www.health.nsw.gov.au/policy/cmh/publications/pdf/rehabilitation.pdf>
- *NSW Disability Service Standards* can be found at:  
<http://www.dadhc.nsw.gov.au/dadhc/Publications+and+policies/People+with+a+disability/>

The type of support required may be at a low, medium or high level. It is also anticipated that considerable flexibility will be required to meet the needs of the parolees. The reasons for this flexibility include:

- the intermittent nature of some mental health issues requiring intensive support service at times,
- the difficulties associated with assessing support requirements in a custodial setting.

Consequently, a 'step-down' system may be required with some parolees requiring a high level of support in the period immediately following release from custody and progressing to lower levels within the three to six-month period of the initiative prior to transfer to mainstream support services.

However, for others a system may be required for the individual to both 'step up' and 'step down' depending of the needs of the individual.

It is anticipated that organisations submitting an EOI will ensure clients have access to all three levels of support to their needs as required. This does not mean that submitting organisations must provide all three levels themselves, however there must be arrangements whereby clients can access these other levels of support eg. Brokerage of outreach services, agreements with other non-government agencies to provide this support etc.

If applicants are intending to broker some aspects of the proposed support services, it is the responsibility of the applicant to outline clear performance indicators that sub-contractors will be required to meet. In addition, the applicant must detail strategies to ensure the regular and on-going monitoring of any sub-contractors involved in the project.

***While a high degree of flexibility between the levels of support is required, the three basic levels of support required have been identified as follows:***

*Clients requiring Low Level Support*

For medium risk (LSI-R) parolees with current mental health problems or mild intellectual disability or some cognitive impairment who are:

- medication or treatment compliant, AND
- have medium to high levels of functioning most of the time, AND
- may have independent involvement with family and community.

This level of support provides prevention, maintenance and encourages compliance with conditions of parole order and may consist of up to 5 hours per week per client.

*Clients requiring Medium Level Support*

For medium to high-risk (LSI-R) parolees with at least three of the following:

- a history of mental health problems, intellectual disability or cognitive impairment
- require assistance with medication,
- moderate level of functioning,
- some supported involvement with family or community.

This level of support provides stabilisation of symptoms and / or increased functioning, encourages compliance with conditions of parole order and facilitates community participation. This level of support may consist of approximately up to 20 hours per week per client.

#### Clients requiring High Level Support

For medium-high to high risk parolees with at least four of the following:

- a history of mental health problems/intellectual disability or cognitive impairment
- active psychiatric symptoms or moderate IQ,
- requires assistance with medication and/or low levels of functioning
- risk of self-harm or suicide,
- minimal involvement with family or community.

This level of support provides stabilisation of symptoms and behaviour, assessment of functioning or improved functioning, encourages compliance with conditions of parole order and facilitates involvement with family or community. This level of support will likely comprise more than 20 hours per week per client.

The successful Respondent will commence assessment while the offender is still in custody. The support services provided by the successful Respondent will involve case coordination, monitoring and review and transition planning.

The support services provided to each offender will only be short term only, for approximately six (6) months.

### **3.2 Project Expected Outcomes**

Parolees with a mental illness, who may be mentally disordered, and / or who may have an intellectual disability are provided with an accommodation and support program which enables them to establish appropriate support networks and life skills in the community.

### **3.3 Location of project**

A survey of COS institutional staff conducted in March 2005 indicated major need for the PSI-MH/ID exists in the Sydney metropolitan area.

In initial consultation with key partner agencies it is proposed to trial PSI-MH/ID in the Liverpool/Fairfield area.

### **3.4 Target population**

This project will address the support needs of the parolees in New South Wales, who have a mental illness and/or intellectual disability and who are supervised by Department of Corrective Services' COS.

The target group for this project is defined as:

- Offenders being released from prison into the community on a Parole Order, with supervision, presenting with
  - A mental health and/or intellectual disability
  - A need for support services for up to six months post-release, and
  - A lack of suitable accommodation.
- Offenders who can eventually be expected to function at a level required to have their needs met by mainstream community resources by the cessation of the PSI-MH/ID support period (3 to 6 months).

Some of the target group may be eligible for treatment and rehabilitation/support services provided by either the Department of Health or the Department of Ageing, Disability and Home Care. Others may be required to obtain treatment and support services by way of non-government organisations.

Preliminary eligibility criteria for offenders for consideration for inclusion in the PSI-MH/ID are summarised below. Respondents submitting an EOI may have additional inclusion / exclusion criteria and these should be outlined in the EOI.

Preliminary Eligibility Criteria includes offenders who:

- have issues related to functioning in the community at an appropriate level,
- are eligible for Department of Housing accommodation;
- only have access to inappropriate housing or are homeless and/ or have limited or no access to support services,
  - are in the higher risk range for recidivism,
- are from 18 years of age upwards.
- have issues relating to mental health and/or intellectual disability, including personality disorders.
- are diagnosed with a mental illness; or functional impairment has been identified
- have a parole component or, in the case of Parole Board releasees, a potential parole component, of at least six months,
- have the capacity for their accommodation and support needs to be met by mainstream resources at the cessation of the approximate 3 to 6 month duration of the PSI-MH/ID services,
- have the capacity to benefit from the provision of disability support services,
- consent to and are willing to participate in the program.

**The following groups will not be considered for inclusion in the PSI-MH/ID:**

- **Probationers**
- **Parolees who will require ongoing intensive support past the expiry of their parole order and whose needs cannot be met by mainstream community resources,**
- **Those with parole components or, in the case of Parole Board releases, potential parole components of less than six months, unless circumstances are exceptional.**

### **3.5 Term of Project:**

Funding is provided for up to a three (3) year period from the date of signing of the contract. Project personnel are to be contracted for the period of the funding arrangement only. There is no automatic refunding of services at the end of the funding term. Funding beyond this date will be dependent on the Department securing additional funds to operate this project. Respondents will need to reapply at this point.

### **3.6 Level of Demand:**

The level of demand is expected to far exceed the number of available placements. Therefore, Respondents should detail a plan for prioritising access.

### **3.7 Likely Challenges & Constraints:**

The continual prioritisation of need and the management of waiting lists/clients unable to be accepted into the PSI MH/ID project (due to full occupancy/ full case load etc) will present a major challenge.

The successful Respondent will be required to build effective working relationships with correctional services staff, both in a custodial setting and in the community, to support service provision and referral.

The successful Respondent will also be required to constantly monitor and update program delivery to ensure and promote integration with programs offered in custody and in the community.

### **3.8 The Role of the Accommodation Support Provider**

At an operational level, it is anticipated that strong links will be developed between successful Respondent(s) and Department of Housing client service teams, psychosocial support services, mental health services and disability service providers.

It is essential that the successful respondent(s) have the ability to work collaboratively with a diverse range of services and community organisations. Organisations will need to be able to show they can coordinate a range of appropriate services for their clients.

In conjunction with the Department of Corrective Services, the Department of Housing, government and non-government treatment services, and social support services, the successful Respondent(s) will:

- Commence working with the offender at the pre-release stage, with a commitment to integrate each client with their local service system by the end of the support period.
- maximise the independence of the parolees in order to facilitate transfer to mainstream accommodation and support services following the termination of PSI-MH/ID services allowing parolees to live in sustainable tenancies in the community and to lead normal, lawful community lives.
- work within a psychosocial rehabilitation framework to base the range of interventions on individualised assessment and to target activities of daily living. This may include ensuring the parolee is assisted with domestic chores such as shopping, cooking and cleaning; personal care tasks such as showering and taking medication as prescribed; health care, identification of general and mental health treatment and rehabilitation needs; and income support issues such as the identification of a source of income, the maintenance of budget, and the payment of rent.
- work with COS to ensure that the parolees abide by the conditions of their parole orders and report all breaches of parole orders to Community Offender Services;

- develop, implement and review individual case plans that link to Community Offender Services, Probation and Parole Service case plans to address offending behaviour and factors related to offending.
- assist the parolees in personal decision making and household management;
- assist the parolees to establish and maintain roles and relationships including involvement with family and friends; carers, the community, social networks and COS
- ensure intervention strategies utilise mainstream community services networks and resources to encourage community inclusion; and
- assist the parolees to establish and maintain social and leisure support.

Clinical care and clinical rehabilitation are the possible responsibility of either the Department of Health, Area Mental Health Services or non-government agencies, the Department of Disability, Ageing and Home Care or non-government agencies. It is anticipated that the successful applicant(s) will liaise these agencies as part of the case management of clients.

The Department of Housing will provide the accommodation to parolees involved in this project and as a result the successful applicant(s) will develop strong networks and liaise with Department of Housing client service teams.

## 4. SUBMITTING AN EXPRESSION OF INTEREST (EOI)

### 4.1 Inform Yourself First

Before submitting an Expression of Interest, Respondents should ensure that they have familiarised themselves with all relevant documentation/policies/issues that relate to the project, the financial environment (e.g. GST, award issues), and the Department of Corrective Services as an organisation.

It is the responsibility of the Respondent organisation to gather enough information to ensure it is fully informed of the risks, contingencies and any other circumstances, which may have an effect on the Respondent's expression of interest and working environment should it be successful in securing project funding from the Department.

### 4.2 What You Must Submit as an Expression of Interest

The following is a checklist of items which are required to be submitted as your Expression of Interest: -

- a fully completed Expression of Interest Submission Package (section 11);
- your latest annual report;
- your organisational constitution;
- a list of the names, positions and contact details of your organisation's management committee;
- two written references, one of which must be from a government body from which your organisation is receiving or has received funding<sup>1</sup>. The second reference may come from either a government body or a service your organisation has worked with in a collaborative way;
- verification of incorporation and not for profit status (as per section 5);
- position outlines of all proposed project employees; and
- three complete copies of the above EOI document.

### 4.4 Closing Date for Applications

The closing date for applications is **5pm Friday 23 March 2007.**

### 4.5 Delivering Your Expression of Interest

Expressions of Interest must be posted in an **Express Post Envelope** (available from Post Offices) postmarked no later than **20 March 2007** or hand delivered to Co-ordinator, Community Funding Programs **prior to 5pm the same date.**

Fax or emailed expressions of interest are not accepted.

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<sup>1</sup>In the event that the organisation has never received government funding, the applicant must provide supporting evidence of a proven track record in the delivery of services and the management of project funds.

**Hand delivered** expressions of interest should be addressed to:

Expression of Interest  
c/- Co-ordinator, Community Funding Programs  
Department of Corrective Services  
Level 7, Henry Deane Building  
20 Lee Street  
SYDNEY NSW 2001

**Posted** expressions of interest should be addressed to:

Expression of Interest  
c/- Co-ordinator, Community Funding Programs  
Department of Corrective Services  
GPO 31  
SYDNEY NSW 2001

All envelopes should also be marked **CONFIDENTIAL**.

It is the responsibility of the Respondent to make contact with Co-ordinator, Community Funding Programs to ensure that the Expression of Interest has been received within the time frame.

Late expressions of interest will not be accepted unless the Department of Corrective Services is satisfied that the submission of a late application will not compromise the integrity and competitiveness of the selection process.

In order to ensure the fair and equal treatment of all applications, EOIs that are received late or received on the final day for submission and are incomplete will not be considered by the Evaluation Panel. An application would be considered incomplete if it did not include a completed Expression of Interest Submission Package and all of the required attachments as stated at section 4.2. Three complete copies must be provided, including all attachments. It is only necessary to submit one copy of the latest annual report.

#### **4.6 Gaining Assistance/Clarification**

Co-ordinator, Community Funding Programs is available to assist in the clarification of requirements and can be contacted by telephone on 02- 8346 1504.

### **5. ORGANISATIONS ELIGIBLE TO SUBMIT AN EXPRESSION OF INTEREST**

#### **5.1 Applicant organisations must be 'not-for-profit', non-government entities, operating in New South Wales.**

*Not for profit* the organisation must not be a profit-making entity. This means that all financial equity remains with the organisation and management committee members are unpaid.

*Non-government entity* the organisation must not be operated by government although it is usual for the majority of funding to be provided by government

*Operating in NSW*

the organisation must have a NSW address or provide a service to NSW residents (in the latter case, the application must aim to assist the NSW group of clients)

## 5.2 Applicant Organisations must be an incorporated entity and hold an Australian Business Number (ABN).

This means that the organisation is either: -

- incorporated under the Associations Incorporation Act 1984, or
- a company incorporated under the Corporations (NSW) Act 1990, or
- a cooperative registered under the Cooperatives Act 1992 and,
- has an ABN
- has an ACN

**Organisations that fail to provide evidence that they meet criteria 5.1 and 5.2 will be culled immediately.**

## 6. ASSESSMENT & SELECTION PROCESS

### 6.1 What happens to your Expression of Interest once it is received:

The process for the handling/assessment of **Expressions of Interest** set out below is not unlike the government recruitment process where the aim is to identify the best person for the job within a framework of transparency, fairness and probity (refer to section 6.5 for a discussion of probity). The following represents the major steps within the process: -

1. **Expressions of Interest** are received by Co-ordinator, Community Funding Programs by the nominated deadline.
2. On receipt Co-ordinator, Community Funding Programs will check your **Expression of Interest** to ensure that all required documentation is attached and will then contact the Respondent to advise if there is outstanding documentation required
3. Co-ordinator, Community Funding Programs will then hold your **Expression of Interest** in confidence for submission to the Evaluation Panel at the appropriate time (refer to section 6.5 for a discussion of confidentiality).
4. The Evaluation Panel meets to assess **Expressions of Interest**.
5. The Evaluation Panel assesses **Expressions of Interest** and provides documentation to Co-ordinator, Community Funding Programs in relation to the assessment outcome of each application. The panel also provides a funding recommendation to Co-ordinator, Community Funding Programs for the attention of the Assistant Commissioner, Offender Services and Programs.
6. The funding recommendation of the Evaluation Panel is then provided to Assistant Commissioner, Offender Management for consideration.
7. Assistant Commissioner, Offender Management will then refer supported

recommendations to Minister for Justice for final approval.

8. Once approved, Respondents will be advised in writing of the success of their **Expression of Interest**

## 6.2 Assessment Criteria

The Evaluation Panel will assess **Expressions of Interest** against the following *essential* criteria:

- demonstrated capacity to, and experience in, the delivery of quality services;
- direct experience working with the specific target group;
- effective management structure and staff expertise;
- effective links and networks with relevant agencies;
- commitment to the delivery of culturally/gender appropriate services;
- demonstrated understanding of the needs of the specific target group and the organisation's capacity to meet these needs;
- effective project proposal for service delivery (includes innovation); and
- value for money.

Questions have been formulated within the Expression of Interest Submission Package to gather this information. However, it is the responsibility of the Respondent to ensure that it has provided what it believes to be adequate information on which the Evaluation Panel can appropriately make an assessment against the criteria.

## 6.3 Evaluation Panel

The Evaluation Panel will assess all **Expressions of Interest** against the criteria to determine each Respondent's relative capacity to carry out the nominated project.

The Evaluation Panel will be made up of a number of representatives, both internal and external from Department of Corrective Services.

## 6.4 Additional Information Required by the Evaluation Panel

The Department may make enquiries of any other body that funds your organisation to verify any claims made in your **Expression of Interest**. The Department may also contact any referees listed.

Representatives of your organisation may also be asked to attend an interview (which may or may not involve the provision of a short presentation to the evaluation panel) with the Evaluation Panel should it be required.

The Evaluation Panel may also undertake further negotiation with Respondents. This would be likely to occur where the **Expression of Interest** is superior to others however it remains lacking in a particular area e.g. one strand of the project is missing or the estimated cost seems inaccurate (high/low) by comparison.

## 6.5 Probity

It is essential that competing Respondents, interested groups and the public at large are able to have complete confidence that the funding **Expression of Interest** and assessment

process is conducted in a manner which has due regard for probity. To promote probity and transparency, a two-part approach has been adopted within this process and consists of: -

#### Part A: Separation of Functional Roles and Responsibilities

The roles of the people involved in the funding **Expression of Interest** and assessment process have been clearly separated to promote probity and transparency.

The following is a brief description of the roles and responsibilities of the parties involved in the **Expression of Interest** /assessment process: -

##### Co-ordinator, Community Funding Programs

- collates **Expressions of Interest**; ensures all documentation is provided by Respondents; provides clarification and assistance to Respondents in relation to questions on this document and the process; organises the sitting of the Evaluation Panels; reports the recommendations of the Evaluation Panel to Assistant Commissioner, Offender Services and Programs; arranges to inform Respondents as to success and reports feedback recorded by the Evaluation Panel to requesting unsuccessful Respondent's.

**Please note: Co-ordinator, Community Funding Programs does not sit on any Evaluation Panel.**

##### Evaluation Panel

- assess all **Expressions of Interest** against the criteria to determine each Respondent's relative capacity to carry out the nominated project (providing written comments about each application); makes recommendations and records the rationale for the recommendations made.

##### Assistant Commissioner, Offender Services and Programs

- considers the recommendations provided by the Evaluation Panel; refers supported recommendations to the Minister for Justice or his/her delegate for final approval.

##### Minister for Justice (or his/her representative)

- responsible for final approval.

#### Part B: Confidentiality, Disclosure and Ethical behaviour

##### *Confidentiality*

Confidentiality is acknowledged as being important to maintain the integrity of the **Expression of Interest** and assessment process. No information contained within those **Expressions of Interest** will be provided to any external party.

##### *Disclosure*

Prior to the commencement of any evaluation process, members of the Evaluation Panels

will be required to disclose any conflict of interest that may influence their decisions within the assessment process. The holding of membership by any Evaluation Panel member to any Respondent organisation being assessed by the particular Evaluation Panel may render the representative ineligible to comment on that particular application.

### *Ethical Behaviour*

Members of the Evaluation Panels will be provided with and required to sign an Undertaking in relation to ethical behaviour and disclosure (see attachment 1).

## **7. SUCCESSFUL AND UNSUCCESSFUL APPLICATIONS**

### **7.1 Requirements of Successful Applicants**

#### **7.1.1 Funding Agreement**

Successful Respondents will be required to enter into a Funding Agreement with the Department of Corrective Services. The Funding Agreement sets out the terms and conditions under which the funding is provided and includes the details of organisational requirements. An example of the Funding Agreement can be sent or emailed to interested Respondents, if requested.

**It is the responsibility of the applicant organisation to fully read and gain an appropriate understanding of the requirements of the Funding Agreement.** The Coordinator, Community Funding Programs should be contacted to clarify any clauses of the agreement should it be required. Independent legal advice is also recommended.

**Please note:** all personnel to be employed by the Project (including volunteers) will be required to undergo a Working With Children Check prior to commencing employment (see the Funding Agreement for more information).

Further, it is the responsibility of successful Respondent(s) to ensure that all personnel employed by the Project have their academic qualifications and membership of relevant professional associations confirmed and up to date.

#### **7.1.2 Service Standards**

Successful organisations will be required to adhere to the Department's Service Standards, which are contained in the Funding Agreement. Successful Respondents will also be subject to periodic monitoring of the project e.g. service standards and financial management.

#### **7.1.3 Goods and Services Tax (GST)**

The Department of Corrective Services will gross up grants awarded to include a 10% GST component to meet the requirements of the Goods and Services Tax (GST) introduced by the Commonwealth Government in July 2000. Successful organisations will be required to remit the 10% GST component to the Australian Taxation Office (e.g. if your application is to conduct a project costing \$10,000, the Department will gross up the grant by 10% bringing the total grant to \$11,000. The organisation will be responsible for remitting the GST component i.e. \$1,000 to the ATO).

## 7.2 Unsuccessful Applicants

Unsuccessful Respondents are invited to contact Co-ordinator, Community Funding Programs to gain feedback in relation to their application from the report provided by the Evaluation Panel.

Should an applicant wish to appeal the decision made by the Evaluation Panel the procedure set down in section 8 must be followed.

## 8. COMPLAINT AND APPEAL PROCESS

All general complaints or suggestions for improvement in relation to the application and Expression of Interest assessment process should be directed in the first instance to Co-ordinator, Community Funding Programs.

In the event that an Respondent wishes to appeal the recommendation made by the Evaluation Panel, the Respondent organisation must submit a detailed letter in writing to Co-ordinator, Community Funding Programs, which adequately states the grounds on which the appeal is being made.

Appeals should be received by the Department no later than ten working days following the date on the letter of notification regarding the outcome of the expression of interest process.

Appeals should only be lodged on appropriate grounds in relation to a concern about the fairness/probity of the process, for example, a belief that a conflict of interest has occurred within the Evaluation Panel. A belief that the Respondent's submission was 'better than' the successful Respondent's submission would represent inappropriate grounds for appeal.

## 9. GLOSSARY AND DEFINITIONS

<i>Expression of Interest</i>	a respondent's submission in response to an advertisement to operate a project with funding received from the Department of Corrective Services.
<i>Funding Agreement</i>	a contract between the Department of Corrective Services and a service provider which sets out the agreed terms and conditions under which project funding is provided and includes the details of organisational reporting requirements.
<i>Management Committee</i>	the board or committee responsible for the oversight and operation of an organisation.
<i>Probity/Transparent Process</i>	a fair, unbiased process with high integrity which is not affected by any self interest or personal gain.
<i>Project</i>	the proposed service to be provided by the Respondent with funding provided by the Department of Corrective Services.

<i>Project Proposal for service delivery</i>	Has the same meaning as Expression of Interest
<i>Respondent</i>	An organisation that has submitted an Expression of Interest to the Department of Corrective Services to operate an advertised project.
<i>Service Provider</i>	an organisation approved to operate or applying to operate (i.e. a potential service provider) a project funded by the Department of Corrective Services.
<i>Working with Children Check</i>	a legislative requirement under The Child Protection (Prohibited Employment) Act 1998 which requires employers to check people who will work in a direct, unsupervised capacity with children to assess suitability for such employment.

## ***SUBMISSION PACKAGE***

### **10. GUIDE TO COMPLETING THE EXPRESSION OF INTEREST SUBMISSION PACKAGE**

Please ensure that you thoroughly read the entire Information and Submission Package prior to completing your Expression of Interest Submission Package. The following information will take you step by step through completing the Submission Package. Please contact Co-ordinator, Community Funding Programs if you require any further clarification of requirements.

#### **1. RESPONDENTS DETAILS**

- 1.1 Name of Organisation:  
*Write the name of your organisation here. For example, the Welfare League.*
- 1.2 Name of Branch/Project:  
*Write the name of the particular branch/project that is seeking to operate the service (where applicable). Only stipulate a branch/ project if your organisation has a number of project/ branches under its umbrella and the project you are applying to operate under this Expression of Interest will be administered by a particular branch / project. Eg. Central West Branch of the Welfare league..*
- 1.3 Postal Address of Organisation:  
*Write the mailing address of the organisation.*
- 1.4 Address where proposed Project would operate from:  
*Write the address of the location where the proposed project will operate.*
- 1.5 Contact Person:  
*State the name of the person who should be contacted in reference to this application.*
- 1.6 Phone/Fax Number:  
*Write the phone and fax number of the contact person.*
- 1.7 Email Address:  
*Write the email address of the contact person if available.*
- 1.8 ABN .....ACN .....  
*Insert the organisation's Australian Business Number and Australian Company Number in the space provided above..*
- 1.9 Area Serviced (organisation):  
*State the area(s) your organisation covers e.g. are you statewide or do you cater to a particular area?*
- 1.10 Area Serviced (Branch / Project)  
*State the area(s) this particular branch / project covers e.g. statewide or a particular area?*
- 1.11 Number of years the organisation has been operational:

*State how many years your organisation has been in operation?*

- 1.12 Current projects funded by government departments:  
*List all current government funding sources within the table.*

For the heading 'Funding Agency (e.g. DOCS) and Program (e.g. SAAP)':  
*State the government agency(s) that provide funding to your organisation and the program(s) under which funding is provided.*

For the heading 'Purpose of Grant':  
*What does the government agency fund you to provide?*

For the heading 'Amount & Funding Period':  
*How much funding do you receive from the government agency and over what period will you receive this funding?*

For the heading 'Contact Details':  
*If the Department wishes to confirm the details you have provided, whom should we contact and what is their telephone number?*

## 2. **ESSENTIAL MINIMUM CRITERIA**

Organisations must be not-for-profit, non-government entities, operating in New South Wales; and must be incorporated i.e. incorporated under the Associations Incorporation Act 1984, a company incorporated under the Corporations (NSW) Act 1990 or a cooperative registered under the Cooperatives Act 1992.

### Acceptable Evidence of the Above

- **not for profit** - *evidence taken from your annual report which states this fact and which identifies that no payment by way of wages, commissions or shares are made to the management committee/directors or a statutory declaration.*
- **non-government entity** - *no documented evidence required as the applicant certifies that this is true and correct when the box is ticked.*
- **operating in New South Wales** - *the address of both your organisation and your project/branch which is applying under this application must be within the boundaries of New South Wales.*
- **incorporation status** - *you must supply a copy of your certificate of incorporation.*

## 3. **ASSESSMENT CRITERIA**

### # Demonstrated capacity to, and experience in, the delivery of quality services

- 3.1 Outline your organisation's experience in the delivery of client support services.

*For example:*

- *project and organisational management experience*
- *how the organisation has delivered services and managed change?*
- *the range of services provided*
- *the experience and skills of members of management*

- *evaluation/survey results*

3.2 How does your organisation monitor the quality of its services and promote continual improvement?

*For example:*

- *your project monitoring strategy*
- *how you identify and implement service improvements?*

3.3 How has your organisation ensured that it has appropriately managed its government funding and met its accountability requirements?

*For example:*

- *what process has been put in place to ensure these requirements are met?*
- *appropriate past management of monies*

3.4 How would you seek to involve the client group, their families (where appropriate), community members and relevant government agencies in the development and management of the Project?

*For example:*

- *what strategies have been implemented to promote involvement?*
- *examples of past processes*

3.5 What is your proposed plan and time line for the establishment of the Project, including implementation stages, your proposed start-up date and your wind-up plan?

*For example:*

- *when will the project be ready to start?*
- *what steps will your organisation need to take to implement the project?*
- *what is your strategy to appropriately wind-up/close the Project at the end of the three year funding period (or at the end of the Project if stated as being less than three years - this information is available in the specific Project brief)?*

Additional information:

*Detail here any additional information which you believe will further assist your assessment against the criterion: Demonstrated capacity to, and experience in, delivering quality services.*

#### # Direct experience working with the specific target group

3.6 Outline your organisation's experience in working with the specific target group this Project is aimed at providing a service to.

*For example:*

- *how many years has your organisation provided a service to this particular target group?*
- *what is the level and nature of that experience?*

3.7 Outline the process you use to decide which clients within a specific target group the service gives priority access to.

*For example:*

- *how do you make decisions regarding priority access?*
- *what is your organisational strategy or policy about access?*
- *what happens to those clients who are assessed as having lower priority?*

Additional information:

*Detail here any additional information which you believe will further assist your assessment against the criterion: Direct experience working with the specific target group.*

### # Effective management structure and staff expertise

- 3.8 What is the management structure of your organisation and how does the organisation ensure that the management structure is effective in its task?

*For example:*

- *how does your board/management committee operate*
- *how are board/committee members selected*
- *how does the organisation ensure that board/committee members have appropriate skills to carry out their roles?*
- *how does the board/committee monitor service delivery?*

- 3.9 Outline the organisation's expertise in the management of staff and its strategy for the ongoing skill maintenance/development of employees.

*For example:*

- *what policies/strategies are in place*
- *organisational staff training and support mechanisms*
- *communication systems between management committee staff and volunteers.*

Additional information:

*Detail here any additional information which you believe will further assist your assessment against the criterion: Effective management structure and staff expertise.*

### Effective links and networks with relevant agencies

- 3.10 How does your organisation cooperate and establish referral processes with the local network of services for the target group?

*For example:*

- *how has your organisation established referral processes previously?*
- *how do you maximise support networks for your clients?*
- *how do you link your clients into mainstream services?*

- 3.11 Please nominate the major organisations your organisation considers it has effective links and networks with including the purpose of that link/network.

*For example:*

- *nominate specific organisations and why you have referral processes with that organisation*

Additional information:

*Detail here any additional information which you believe will further assist your assessment*

*against the criterion: Effective links and networks with relevant agencies.*

Describing the local mainstream service system in general terms will be insufficient for the expression of interest. Respondents need to clearly specify which mainstream services they have existing relationships with or plan to develop and how these services and organisations will be accessed by PSI – MH/ID clients.

Commitment to the delivery of culturally/gender appropriate services.

3.12 How does your organisation promote its services to people from a range of different cultural backgrounds?

*For example:*

- *what strategies are in place to promote access?*
- *how have these strategies improved access?*

3.13 How does your organisation ensure that its services are delivered with due regard to culture and gender?

*For example:*

- *what strategies are in place?*
- *examples of past improvements made*

Additional information:

*Detail here any additional information which you believe will further assist your assessment against the criterion: Commitment to the delivery of culturally/gender appropriate services.*

Demonstrated understanding of the needs of the specific target group and the organisation's capacity to meet these needs.

3.14 Please outline your organisation's understanding of the major needs of the specific target group at which this Project is aimed.

*For example:*

- *what do you believe are the major needs of the target group?*

3.15 How has your organisation identified these needs and how does it ensure that these needs represent current thinking?

*For example:*

- *how did you find out that the target group had these needs?*
- *what resources did you consult?*
- *how can you be sure that your understanding of these needs is as up to date as possible?*

Additional information:

*Detail here any additional information which you believe will further assist your assessment against the criterion: Demonstrated understanding of the needs of the specific target group.*

*Please note: the organisation's capacity to meet the understood needs of the client group will be assessed against the information contained in the service delivery proposal below*

## Effective project proposal for service delivery (includes innovation)

- 3.16 You will need to prepare your own **Project Proposal for Service Delivery** which is your organisational plan for the delivery of the service should you be successful in gaining funding to operate the Project.

Your '**Project Proposal for Service Delivery**' details the specific type, quantity and quality of services to be provided during the duration of the Project, how the services will be carried out, resources utilised and the outcomes to be achieved. Your Project Proposal for Service Delivery should demonstrate how your community organisation can deliver quality client outcomes in an innovative and cost effective manner.

### **YOUR PROJECT PROPOSAL SHOULD DEMONSTRATE TO THE EVALUATION PANEL WHY YOUR ORGANISATION SHOULD BE SELECTED TO DELIVER THE PARTICULAR SERVICE.**

Your Project Proposal for Service Delivery will be incorporated into a Funding Agreement with the Department and become part of the contract should you be successful in your Expression of Interest. Therefore, you will be required to carry out the services as defined in your Project Proposal for Service Delivery and you will need to seek approval from the Department should you wish to modify your plan in any way during the term of the agreement.

Your Project Proposal for Service Delivery may be submitted in your preferred format keeping in mind that it is essential that you include at least all of the following information: -

- **A project 'plan of action' - i.e. how you propose to meet the program objectives**

**How** will the program/project objectives be met (e.g. specifically what do you propose to do?).

**Who** will carry out the strategies (e.g. welfare officer position)

**What** will actually occur?

**Where** will the services occur (e.g. from which correctional centres will you accept referrals, in which areas will you be able to support clients)?

**When/how often** will they occur (what will you agency offer as part of its high, medium and/ or low support packages eg. 24/7, daily, weekly or specific dates)?

**How many** (e.g. mix of high, medium and/ or low support packages your agency can provide at any one time)

**Communication** - who will you need to communicate with, how will this be carried out and how will your agency work in partnership with the Department in meeting the identified objectives?

**Which** target group (eg. men / women, parolees with mental health issues and /or intellectual disability)

- **Outcome Indicators & Project Evaluation Plan**

How will you know that your project has **succeeded** in meeting the expected outcomes?

You **must** provide outcome indicators which include at least the following quantitative information: -

- total number of clients receiving services, including a breakdown of those receiving high, medium and low support packages
- number of clients receiving each individual service type (e.g. % clients undertaking living skill programs, drug and alcohol programs, mental health / intellectual disability support services etc)
- % of clients who identify as Aboriginal
- % of clients who identify as non-English speaking background

- % of clients anticipated who have high, medium and low level support needs

Additionally, your outcome indicators must include a **qualitative** component and **measures of success**. Rather than just providing details of how many **units** of service were provided, these indicators tell us about the **quality of service provision**, the services **effect** on clients and the **project's success** in attaining the set objectives. You should identify **short term, medium term and long term indicators of success**.

It is recommended that you consult resources which are currently available in the community to assist in the development of your outcome indicators. Additionally, it may be worthwhile talking to other organisations about their processes and strategies for measuring success.

It is important that the project proposal address the project specifications outlined in section 3 of this package.

## 4. PROPOSED PROJECT BUDGET

### 1. Recurrent Income

#### 1.1 Department of Corrective Services

*Specify the level of funding which you require from the Department of Corrective Services to carry out the project. **Do not include the required GST component.***

#### 1.2 Funding from other government departments

*Specify all funding that this project will receive from other government departments. For example, if you are already receiving funding from another government department for this project and are seeking funding from the Department of Corrective Services to expand or continue the project. An example of this might be with supported accommodation where two or more government departments might fund the one project. **Do not** include all funding that your organisation receives to manage its range of funded projects - this information has already been provided on page 1 of the Expression of Interest Submission Package.*

#### 1.3 Fees

*Specify any anticipated earnings from service user fees and charges such as rent/board*

#### 1.4 Interest

*Specify any anticipated earnings on the project funding from bank interest.*

#### 1.5 Other Income

*Specify any other income that you envisage the project might receive, for example, from donations or fundraising.*

### **A. TOTAL RECURRENT INCOME**

*Add all amounts in the \$ columns from 1.1 through to 1.5 to arrive at the total recurrent annual income that the project will require to operate.*

### 2. Proposed Expenditure

#### 2.1 Complete the Salaries Table.

Position Title: *list the title of each position which is to be funded under the project.*

Award: *specify the name of the award that the position will operate under.*

Grade: *specify the grade of the position e.g. Category 2.*

Hours per week: *specify the number of hours per week that the position occupant will work.*

Weeks per year: *specify the number of weeks per year that the position occupant will work e.g. 52 for full time and 26 for a part time worker.*

Annual salary: *what is the base annual salary to be paid to that position occupant (NB: cost the base salary at the top award rate).*

On-Costs: *specify the \$ portion of on-costs from 2.2 attributed to each position.*

### **B. TOTAL ANNUAL SALARIES**

*Add all totals in the \$ column to arrive at the total funding required for annual salaries. **Do not** include on-costs in this calculation.*

#### 2.2 Complete the On-Costs Table.

*Specify the total on-costs for each category to cover the salaries listed at 2.1 and what percentage rate of total salaries this has been calculated at (e.g. superannuation might be calculated at 9% of total salaries). Appropriate financial advice should be sought by your organisation in this regard.*

### **C. TOTAL SALARY ON-COSTS**

*Add all totals in the \$ column to arrive at the total funding required for annual salaries on-costs.*

#### **2.3 Other expenses**

##### **2.3.1 Complete the Project Administration Costs Table**

*Specify all expenses that will be incurred by the project AND ONLY THIS PROJECT within the specified categories. This includes all costs which can be attributed to the project such as rented accommodation space for project employees, project audit fees and telephone costs that will be incurred by project staff etc. These are in effect the costs to the organisation that will not be incurred if the project did not exist. Do not include any additional costs of managing the project here (see 2.3.2 below for more information).*

*Adequate space has been left to add your own categories specific to your project. Please remember to consult the Funding Agreement for costs that may impact on your project. Such costs would include audit fees, insurance and the impact of evaluation and reporting processes. Appropriate financial advice should be obtained to ensure that all anticipated costs have been included.*

### **D. TOTAL ADMINISTRATION COSTS**

*Add all totals in the \$ column to arrive at the total funding required to meet project expenses.*

##### **2.3.2 Complete the Project Management Costs Table.**

*A Project management cost is generally incurred where an organisation operates more than one project, often receiving its funding for discrete projects from a number of sources. For example, the one organisation might operate a Health Project funded by the Department of Health and a Family Support Project funded by the Department of Community Services. However, if you operate a supported accommodation program it would generally be recognised as being the one project even if it has more than one funding source, with the cost of managing the project incorporated into the full cost of the project.*

*Project management costs will include the supervision/management of the project by a senior officer along with a contribution towards the administrative overheads incurred by the organisation in operating the project. Such costs should be apportioned to the project in reference to how the operation of the project will impact on the organisation.*

*For example, you might identify that a senior officer requires to expend one full day per week supervising/managing the project. Based on this example, you would cost one day per week of this senior officer's salary and on-costs to the project, along with one fifth of the administration costs tied to the senior officer. You will also need to look at the impact of the project on other administrative support positions and cost this accordingly.*

*A separate schedule (see attachment 2) must be completed when making application for project management costs. The final total taken from the schedule is then inserted at 2.3.2.*

## **E. TOTAL PROJECT MANAGEMENT COST**

*Insert the total in the \$ column from the schedule to arrive at the total funding required to meet project management costs.*

### 2.3.3 Complete the Resident Costs Table (where applicable).

*This section is only to be completed by organisations who offer board and residence to clients as part of the project. List the total amounts per annum required for food and any other resident items as deemed appropriate.*

## **F. TOTAL RESIDENT COSTS**

*Add all the totals in the \$ column to arrive at the total funding required to meet resident costs.*

### 2.3.4 Complete the One-off Major Equipment Costs Table (where applicable).

*Detail and cost any major equipment item (costing over \$2,000) that will be an ESSENTIAL purchase as part of the project. The major set up costs should be listed in this section (eg. Computers etc)*

## **G. TOTAL ONE-OFF MAJOR EQUIPMENT COSTS**

*Add all the totals in the \$ column to arrive at the total one-off funding required to meet major equipment costs.*

### 2.3.5 Complete the One-Off Minor Equipment Costs (where applicable)

*Detail and cost any minor equipment item (costing less than \$2,000) that will be an ESSENTIAL purchase as part of the project. The minor set up costs should be listed in this section (eg. Furniture, printers etc)*

## **H. TOTAL ONE-OFF MINOR EQUIPMENT COSTS**

*Add all the totals in the \$ column to arrive at the total one-off funding required to meet minor equipment costs.*

## **3. INCOME AND EXPENDITURE SUMMARY**

*This is a summary of the level of funding your organisation will require to operate the project. Insert the totals previously recorded at the end of each major section, following the letters A through to J (all in blue text) as prompts to arrive at the total (required) per funding period. Record 10% of this figure in the GST column, for example, if the total required for funding period 1 was \$90,000 the GST required will be \$9,000. The 'total required per funding period including GST' would then be recorded as \$99,000.*

## **4. SUPPORT DOCUMENTATION**

Self-explanatory. Please contact Co-ordinator, Community Funding Programs if you require any further clarification.

## **5. CERTIFICATION**

Self-explanatory. Please contact Co-ordinator, Community Funding Programs if you require any further clarification.

# **11. EXPRESSION OF INTEREST SUBMISSION PACKAGE**

**Please complete one package per project application**

**(Please ensure you read the guide to completing this Expression of Interest package at section 10 for more detailed requirements)**

**Please detach this section and return as your submission**

PSI – MH/ID
-------------

**PROJECT CODE**



# EXPRESSION OF INTEREST SUBMISSION

## 2006/07 to 2008/09

### 1. APPLICANTS DETAILS

1.1 Name of Organisation:

1.2 Name of Branch/Project:

1.3 Postal Address of Organisation:

1.4 Address where proposed Project would operate from:

1.5 Contact Person:

1.6 Phone Number:

Fax Number:

1.7 E-mail Address:

1.8 ABN:

ACN:

1.9 Area Serviced (Organisation):

*(eg. Sydney Metropolitan, NSW Rural, Hunter Region)*

1.10 Area Serviced (Branch / Project):

*(eg. Sydney Metropolitan, NSW Rural, Hunter Region)*



## 2. ESSENTIAL MINIMUM CRITERIA

Our organisation is (please tick appropriate boxes) :

- not for profit
- operating within NSW
- a non-Government entity
  
- incorporated under the Associations Incorporation Act 1984
- a company incorporated under the Corporations (NSW) Act 1990
- a cooperative registered under the Cooperatives Act 1992
  
- is registered for GST purposes and holds an ABN

***NB: evidence of the above must be attached to this submission (see the guide to completing your Expression of Interest Submission Package for acceptable evidence).***



























# Effective project proposal for service delivery (includes innovation)

3.16 You will need to prepare a **Project Proposal for Service Delivery** which is your plan for the delivery of the service should you be successful in gaining funding to operate the Project.

Once completed, the Project Proposal for Service Delivery is to be inserted here and submitted as part of your Expression of Interest Submission Package. If you are successful in gaining funding to operate the Project, the Project Proposal for Service Delivery becomes your Service Plan and is inserted into the Funding Agreement where it becomes part of the contract between the successful organisation and the Department of Corrective Services.

See instructions contained in the Guide to Completing Your Expression of Interest on how to prepare your Project Proposal for Service Delivery.

# Project Proposal for Service Delivery

Please insert here

## 4. PROPOSED PROJECT BUDGET

1. Recurrent Income per annum (recurrent income = income available to the project on an ongoing annual basis)

**Please detail the recurrent annual income you anticipate being available for THIS project - do not include grants or other income relating to projects other than the one being applied for in this Expression of Interest.**

Please Note: recurrent funding for 2005/2006 will be allocated on a pro rata basis however please submit income and expenditure required to cover the whole financial year.

INCOME SOURCE (do not include GST component)	\$
<b>1.1 Department of Corrective Services</b> (the amount you are applying for to carry out your project)	
<b>1.2 Funding from other government departments (ex GST)</b>  Specify :  Specify :  Specify :	
<b>1.3 Fees</b> (service user fees and charges)	
<b>1.4 Interest</b> (estimated bank interest on income)	
<b>1.5 Other Income</b> (e.g. donations, fundraising)	

**A. TOTAL RECURRENT INCOME:** \$

2. *Proposed Expenditure*

**Please provide a full year budget detailing how this project proposes to utilise the available income.**

**SALARIES AND ON-COSTS:** In calculating salaries, please ensure you cost salaries at the top award rate for the grade.

### 2.1 Salaries Table

Position Title	Award	Grade	Hours per week	Weeks per year	Annual Salary \$	On-Costs \$


**B. TOTAL ANNUAL SALARIES**

\$

**2.2 On-Costs Table**

<b>ON-COSTS</b>	<b>% OF SALARIES</b>	<b>\$</b>
Superannuation		
Payroll tax		
Workers compensation		
Leave Loading		
Shift Penalties		
Provision for long service leave		
Sick leave replacement costs		
Holiday leave replacement costs		
Other (specify each)		
-		
-		
-		

**C. TOTAL SALARY ON-COSTS**

\$

**2.3 Other Expenses**

**2.3.1 Project Administration Costs Table**

<b>EXPENSE ITEM</b>	<b>\$</b>
Audit Fees (refer to the Funding Agreement for requirements)	
Bank Fees	
Electricity/Gas	
Insurance (refer to the Funding Agreement for requirements)	



**2.3.2 Project Management Costs Table**

(where applicable - please see accompanying information and ensure you fill in the appropriate schedule at attachment 2)

<b>EXPENSE ITEM</b>	<b>\$</b>
Project Management Cost (as per attached schedule)	

**E. TOTAL PROJECT MANAGEMENT COST** \$

**2.3.3 RESIDENT COSTS TABLE**

(where applicable)

<b>EXPENSE ITEM</b>	<b>\$</b>
Food	

**F. TOTAL RESIDENT COSTS** \$

**2.3.4 ONE-OFF MAJOR (\$2,000+) EQUIPMENT COSTS TABLE** (vital to the project operation)

<b>EXPENSE ITEM</b>	<b>REASON REQUIRED</b>	<b>\$</b>

**G. TOTAL ONE-OFF MAJOR EQUIPMENT COSTS** \$

**2.3.5 ONE-OFF MINOR (under \$2,000) EQUIPMENT COSTS TABLE** (vital to the project operation)

<b>EXPENSE ITEM</b>	<b>REASON REQUIRED</b>	<b>\$</b>
---------------------	------------------------	-----------


**H. TOTAL ONE-OFF MINOR EQUIPMENT COSTS** \$

**3. INCOME AND EXPENDITURE SUMMARY**

**A. TOTAL PROPOSED RECURRENT INCOME** \$

PROPOSED <b>RECURRENT</b> EXPENDITURE	
<b>B. Total Annual Salaries</b>	\$
<b>C. Total Salary On-costs</b>	\$
<b>D. Total Administration Costs</b>	\$
<b>E. Total Project Management Cost</b>	\$
<b>F. Total Resident Costs</b>	\$

**TOTAL RECURRENT EXPENDITURE** \$

***Annual Funding Needs***

	Funding Period 1 (2005/2006)	Funding Period 2 (2006/2007)
<b>TOTAL RECURRENT EXPENDITURE</b> (figure listed above)		
<b>G. Total One-Off Major Equipment Costs</b>		
<b>H Total One-Off Minor Equipment Costs</b>		
<b>Total Required per Funding Period (excluding GST)</b>	\$	\$

<b>10% GST</b>		
<b>Total Required Per Funding Period <u>Including GST</u></b>	\$	\$

## 5. SUPPORT DOCUMENTATION REQUIRED

A copy of the following documents are required to be forwarded with your completed Expression of Interest Submission Package: -

- your latest annual report
- your organisation's constitution
- a list of the names, positions and contact details of your organisation's management committee
- two written references, one of which must be from a government body from which your organisation is receiving or has received funding (see previous exception - footnote on page 6). The second reference may come from either a government body or a service your organisation has worked with in a collaborative way
- verification of incorporation and not for profit status (as per section 5)
- position outlines of all proposed Project employees

Please ensure that you forward three complete copies of the above, attached to three complete copies of your Expression of Interest Submission Package.

## 6. CERTIFICATION

In submitting this Expression of Interest and attachments on behalf of the applicant organisation named in this package, we certify that: -

- we are duly authorised signatories;
- the submission of the Expression of Interest Submission Package was authorised at a properly constituted meeting of the management committee
- the information contained in the Expression of Interest Submission Package is true and correct to the best of our knowledge
- we understand that the Department of Corrective Services may seek to verify statements made in the Expression of Interest Submission Package by seeking information from referees and/or other departments which fund the organisation; and
- if, on the basis of this Expression of Interest Submission Package, the organisation is selected to provide the service, the organisation will comply with all of the requirements outlined in the Information and Application Package, Funding Agreement and specific project brief.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position Held on Management Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position Held on Management Committee

\_\_\_\_\_  
Date

# EVALUATION PANEL MEMBER AGREEMENT IN RELATION TO ETHICAL BEHAVIOUR AND DISCLOSURE

## Purpose of this Agreement

The public of New South Wales, stakeholders and funding applicants have the right to expect that those persons engaged from time to time to assess funding applications conduct themselves in a manner which inspires confidence and ensures the integrity of the funding application assessment process.

To promote a high level of confidence and integrity, Evaluation Panel members are required to respect and adhere to the highest ethical standards.

## Expectations of Evaluation Panel Members

As a Evaluation Panel member, I agree to: -

- act impartially and not give preferential treatment to any public or private organisation or individual;
- act lawfully, fairly, honestly and in the public interest;
- disclose any potential conflict of interest which has the propensity to influence my decision within the assessment process or which could be seen by others as influencing my decision;
- excuse myself from further participation if I become aware that I hold membership or an interest in any organisation that I will be assessing as part of this particular Evaluation Panel.

As a Evaluation Panel member, I agree **NOT** to: -

- accept gifts or gratuities (such as entertainment, transportation, lodging, services or training) from applicants;
- disclose confidential information or make any unauthorised public statement in relation to the recommendations of the Evaluation Panel;
- not use information gained through this process to gain a financial or other benefit for myself or any other person or organisation.

I..... agree to respect and adhere to the standards set down in this Funding Advisory Member Agreement in Relation to Ethical Behaviour and Disclosure and confirm that, after having been provided with a listing of all organisations which will be assessed today, I do not hold membership or an interest in any organisation that I will be assessing as part of this particular Evaluation Panel.

.....  
Signature

.....  
Date



## PROJECT MANAGEMENT COSTS SCHEDULE

Please ensure that you read the information at 2.3.2 in the Guide to Completing Your Expression of Interest Submission Package on page 19 of the Expression of Interest Information Package prior to completing this schedule.

### 1. Contribution to Management and Administrative Staff Salaries & Salaries On-Costs

<p><b>(a)</b> Staff Title e.g. Manager, Office Assistant</p> <p><i>Example:</i> Executive Officer</p>	<p><b>(b)</b> What functions will the employee listed at (a) carry out in regard to the project?</p> <p><i>Example: overall project management and oversight, staff supervision, funding and accountability requirements.</i></p>	<p><b>(c)</b> What is the total annual salary &amp; on- costs of the employee listed at (a)?</p> <p><i>Example:\$60,000 (e.g. salary \$50,000 &amp; \$10,000 in on-costs such as superannuation)</i></p>	<p><b>(d)</b> What are the total no. of hours worked per week by the employee listed at (a)</p> <p><i>Example: 40</i></p>	<p><b>(e)</b> How many and what % of the employees total hours per week listed at (d) will be expended on work associated with the project?</p> <p><i>Example: 8 hours per week = 8/40 = 20%</i></p>	<p><b>(f)</b> Now attribute the % rate listed at (e) to the annual salary &amp; on-costs listed at (c)</p> <p><i>Example:\$60,000x20% = <u>\$12,000</u></i></p>

**TOTAL FOR SALARIES (add all amounts in the shaded squares)**

**\$**

2. Contribution to the Administrative Overheads of the **Above Staff**

<p><b>(g)</b>                  Total annual administrative costs associated with <u>the above staff</u> such as stationary, telephone, electricity, staff training costs, rental accommodation etc.   <i>Example: \$100,000</i></p>	<p><b>(h)</b>                  % rate identified at (e) attributed to (g)   <i>Example: \$100,000 x 20% = <u>\$20,000</u></i></p>

**TOTAL FOR ADMINISTRATIVE OVERHEADS**

**\$**

3. Other - any other costs you believe require a contribution

Expense Item	Rationale - why is a contribution for this expense item required?	Contribution sought \$ and how you worked this out

**TOTAL FOR OTHER (add all amounts in the shaded squares)**

**\$**

**Project Management Costs Summary**

Total Contribution Requested Towards Salaries (from 1 above)	\$
Total Contribution Requested Towards the Administrative Overheads of the Above Staff (from 2 above)	\$
Total Contribution Requested Towards Other Costs (from 3 above)	\$

**TOTAL PROJECT MANAGEMENT  
CONTRIBUTION REQUESTED**

\$