

**YOUTH ATTAINMENT AND TRANSITIONS
ACT STRATEGIC FUNDING POOL**

GUIDELINES

March 2012

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1. Foreword

1.1 Purpose of the Guidelines	These guidelines set out the requirements for the use of the Youth Attainment and Transitions Strategic Funding Pool (Strategic Funding Pool).
1.2 Context	<p>The Australian, state and territory governments have entered into a National Partnership on Youth Attainment and Transitions (YAT NP). Two components of the YAT NP are:</p> <ul style="list-style-type: none">▪ A national network of School Business Community Partnership Brokers (Partnership Brokers) to build partnerships that support improved education and transition outcomes for all young people.▪ A national network of Youth Connections providers to ensure young people at risk of not attaining Year 12 or its equivalent or making a successful transition get the support they need to remain engaged, or to reengage in education. <p>These programs work together to improve Year 12 or equivalent attainment rates and support successful engagement and transitions for all young people.</p>
1.3 Rationale	<p>The Strategic Funding Pool was established to ensure the following:</p> <ul style="list-style-type: none">• Better alignment of programs and activity associated with youth transitions in the Australian Capital Territory (ACT).• The development of innovative programs and activities that assist the ACT to meet its YAT NP targets and involve partners from four key stakeholder groups:<ul style="list-style-type: none">▪ Education and training providers▪ Business and industry▪ Parents and families▪ Community groups.
1.4 Partnership Brokers	<p>The objective of the Partnership Brokers program is to improve education and transition outcomes for all young people by facilitating stakeholder engagement, building community capacity and infrastructure and driving the Government’s education reform and social inclusion agendas.</p> <p>Partnership Brokers will work within their region to build strategic and sustainable partnerships between key stakeholders that support young people to reach their potential and make a successful transition through school to further education or training and work and deliver mutual benefits that make the relationship viable in the long term.</p>

1.5 Youth Connections	<p>The objective of Youth Connections is to support young people to attain Year 12 or equivalent and to help them make a successful transition through education and on to further education, training or work.</p> <p>To support this objective, Youth Connections has three program outcomes:</p> <ol style="list-style-type: none"> 1. that young people at risk develop personal skills and attributes that promote wellbeing and support positive life choices 2. that young people at risk are connected to education, family and community and achieve successful education and transition outcomes 3. that Youth Connections providers work collaboratively within their Service Region to strengthen service delivery outcomes for young people at risk.
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2. Youth Attainment and Transitions Strategic Funding Pool

2.1 Description	<p>The Youth Attainment and Transitions Strategic Funding Pool provides funding for innovative and sustainable projects that support or enhance the youth attainment and transition programs and activities in the ACT and support the achievement of the ACT targets identified under the YAT NP.</p>
2.2 Aims and Objectives	<p>The Strategic Funding Pool will:</p> <ul style="list-style-type: none"> • enable flexible responses by the Australian and ACT Governments to emerging issues related to the provision of youth attainment and transition support services in the ACT • develop and/or enhance sustainable programs that do one or more of the following: <ul style="list-style-type: none"> ▪ support the positive participation of young people in school (particularly those previously disengaged from school) ▪ support increases in the number of young people successfully achieving Year 12 Certificate outcomes or nationally accredited vocational qualifications at the Certificate II level ▪ support the positive transition of young people through school or from schooling into further education, training or employment • support career and transition research • develop the capacity of the network of organisations delivering youth attainment and transition programs • support the achievement of the ACT targets identified under the YAT NP • promote youth attainment and transitions programs and services in the ACT.

3. Project Selection

<p>3.1 Youth Attainment and Transitions Strategic Funding Pool Joint Working Group</p>	<p>The Commonwealth and the ACT Governments have joint responsibility for overseeing the implementation and ongoing management of the Strategic Funding Pool.</p> <p>This is achieved through the governance structure of a joint ACT/Commonwealth Government Working Group - the Joint Working Group (JWG).</p> <p>The Terms of Reference for the JWG and is at Appendix 1-section 8.</p>
<p>3.2 Application Process</p>	<p>The JWG may, as required, seek applications for specific projects, consider applications received for funding contributions to relevant projects, or advertise funding rounds through the press and school/community communication networks.</p> <p>In evaluating applications the working group will also require details and documents that provide evidence that:</p> <ul style="list-style-type: none"> • all personnel working on a one-to-one basis with a young person or student will either be supervised by a teacher, parent, carer or guardian, or will have undergone a National Criminal Record Check (NCRC); • all organisations and partners have been identified and have provided written support for the project • all travel costs have been identified and are included in the submission • if the project is directed towards members of a specific cultural group, letters of support have been obtained from the appropriate agency. <p>Successful applicants will also need to provide evidence that all project participants have been identified and have given written consent to their participation in the project.</p> <p>Community organisations (non-schools) should refer to section 7 for information on eligibility requirements and evidence required.</p>
<p>3.3 Criteria for Assessment</p>	<p>Applications will be checked to ensure eligibility for funding. All eligible applications are then provided to assessment panel members to be rated. The assessment panel will consist of members of the JWG.</p> <p>Each application will be assessed against the guidelines and selection criteria on the application form.</p> <p>The JWG will consider the application as a whole and make an assessment as to the merit of the application in meeting the aims and objectives of the assessment round.</p> <p>Applications are assessed in relation to the other applications received.</p> <p>The JWG's evaluation of project submissions will include, but not be limited to, consideration of the following:</p> <ul style="list-style-type: none"> • the degree to which they meet the aims and objectives of the program, as set out in Section 2.2 • the degree to which the proposed project demonstrates a focus on outcomes

	<ul style="list-style-type: none"> • the degree to which the program will be sustainable in future years • the degree to which the proposed project demonstrates a commitment to share learnings • the degree to which the proposed project demonstrates a commitment to celebrate successes • the degree of support for, and involvement in, the proposed project by other Government agencies, community and stakeholder groups • value for money.
3.4 Conflict of Interest	Applicants must disclose any potential or actual conflicts of interest that may arise in their responsibilities to the Education and Training Directorate (ETD), ACT Government, and other parties in the course of the project. Where a conflict of interest is identified, applicants must specify how the conflict will be addressed and monitored.

4. Project Outline and Report

4.1 Project Outline	<p>All applicants will be required to develop an outline for the delivery of the project.</p> <p>The outline must include as a minimum:</p> <ul style="list-style-type: none"> • project objectives and how they align with the Youth Attainment and Transitions Strategic Funding Pool; • strategies for achieving project objectives, • time-frames for undertaking the identified strategies; • key performance indicators; • stakeholders involved; and • a project budget. <p>NOTE: Special conditions apply to projects conducted by organisations and contractors other than schools who apply for funding through the Strategic Funding Pool. See section 7.</p>
4.2 Reports	Organisations are required to submit a final report (including evaluation) at the conclusion of the project to the JWG.
4.3 Assessment of Reports	<p>The Education and Training Directorate (ETD) will assess the reports against the project outline and the reporting requirements specified in the Deed of Grant. Where the report is assessed as satisfactory, any payment associated with the report will be processed.</p> <p>In the assessment of reports, ETD will consider, but not be limited to, the following elements:</p> <ul style="list-style-type: none"> • evidence provided that key project objectives have been achieved; • evidence that the timeframes have been met; • use of appropriate badging and acknowledgement required by ETD; and • appropriate acquittal of funding. <p>Where the report is assessed as unsatisfactory, any payment which is due will be deferred pending resolution of the areas of the report that have been deemed to be unsatisfactory.</p>

4.4 Full/Partial or Staged Project Payments	Funding applications that seek partial/full payment at the commencement of the project or staged payments throughout the project will be considered on a case by case basis.
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5. Roles and Responsibilities

5.1 DEEWR Officers	<p>DEEWR Officers are responsible for:</p> <ul style="list-style-type: none"> • participation in the JWG • jointly approving submissions for funding under the Strategic Funding Pool through the JWG • providing advice to the Minister for Education on the effective operation of the Strategic Funding Pool.
5.2 ETD Officers	<p>ETD Officers are responsible for:</p> <ul style="list-style-type: none"> • participation in the JWG • jointly approving submissions for funding under the Strategic Funding Pool through the JWG • managing the Strategic Funding Pool funding • monitoring, reviewing and evaluating the Strategic Funding Pool funded projects for performance and contractual compliance and taking action in cases where necessary.

6. Funding arrangements

6.1 Funding Allocation	<p>The agreed allocation of the Youth Attainment and Transitions Strategic Funding Pool (GST exclusive) is:</p> <table border="1"> <tr> <td>2009-10</td> <td>2010-2011</td> <td>2011-2012</td> <td>2012-2013</td> <td>2013-2014</td> </tr> <tr> <td>\$125,000</td> <td>\$250,000</td> <td>\$250,000</td> <td>\$250,000</td> <td>\$125,000</td> </tr> </table>	2009-10	2010-2011	2011-2012	2012-2013	2013-2014	\$125,000	\$250,000	\$250,000	\$250,000	\$125,000
2009-10	2010-2011	2011-2012	2012-2013	2013-2014							
\$125,000	\$250,000	\$250,000	\$250,000	\$125,000							
6.2 Use of Funding	<p>The Strategic Funding Pool is provided for costs as specified in the approved project budget. Funding may be provided for other costs as negotiated between ETD and the organisation or contractor.</p>										
6.3 Project costs that funding will not be provided for	<p>The Strategic Funding Pool must not be used for activities that would otherwise be carried out by the Partnership Brokers or Youth Connections providers in the ACT as part of their expected performance under their contracts with the Commonwealth.</p> <p>The Strategic Funding Pool must not be used for activities that are ordinarily carried out in an organisation's day to day operations.</p> <p>The Youth Attainment and Transitions Strategic Funding Pool funding will not be provided for:</p> <ul style="list-style-type: none"> • Tutoring costs • Infrastructure 										
6.4 Payment Processing	<p>Payments will only be made where the Directorate is satisfied that:</p> <ul style="list-style-type: none"> • the reporting requirements relating to the payment have been met; and 										

	<ul style="list-style-type: none"> • a correctly rendered invoice has been supplied.
6.5 Payment Date	Payments will be made no later than 30 days after the final report has been received and a correctly rendered invoice has been received by ETD.
6.6 Financial Management of Funds	<p>All accounts and supporting documentation must be clear, up to date and available for the Directorate as necessary.</p> <p>ETD officers will have full access to all financial and other records relevant to the Youth Attainment and Transitions Strategic Funding Pool funding that are held by the organisation, including records held by banking or other institutions. This includes access by the ETD's investigation officers, program management and audit staff.</p>
6.7 Final Acquittal of Funds	Final acquittal of funds will be required.
6.8 Debt Recovery	<p>At the completion of the funding period, all funding unexpended or not acquitted to the satisfaction of ETD, is to be returned to ETD together with the final acquittal.</p> <p>Where the funds to be returned are not received within the required period, ETD will take recovery action.</p>

7. Special conditions for organisations other than schools

Note: The following conditions apply to organisations and contractors who apply for funding under the Strategic Funding Pool, but **do not** apply to applications from schools.

<p>Special Conditions for organisations other than schools</p>	<ol style="list-style-type: none"> 1. Successful community (non-school) organisations will be required to enter into a Deed of Grant with the ACT Government. The signature of the organisation’s CEO or equivalent is required to endorse the Deed. 2. To be eligible for funding, community organisations must meet the following requirements and must: <ul style="list-style-type: none"> • be an organisation that is either: incorporated OR other legal status OR have a written agreement with an eligible incorporated organisation that is willing to act as an auspice agency taking legal and financial responsibility for the project • have an Australian Business Number (ABN) or an Australian Company Number (ACN) • have a current public liability insurance policy with a minimum of \$10 million in cover. Organisations without insurance must provide a quote from an insurance company and must then become insured for \$10 million public liability upon becoming successful for funding. EVIDENCE OF YOUR CURRENT PUBLIC LIABILITY INSURANCE MUST BE INCLUDED WITH YOUR APPLICATION. <p>NOTE: Organisations might be required to obtain insurance at a higher level. It is the responsibility of the applicant to ensure that their organisation has the correct level of insurance for the project by seeking further advice from Treasury ACT. Information on obtaining public liability insurance is available at www.insuranceriskadvice.act.gov.au or on 6207 0318.</p> <ul style="list-style-type: none"> • have no overdue reporting requirements for any previous ACT Government grants. This applies to both applicant and auspice organisations. Reporting requirements may include submission of completed evaluation forms, acquittal reports and audited financial statements
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8. Terms of Reference for the Strategic Funding Pool Joint Working Group. (Appendix 1)

Role of the Strategic Funding Pool Joint Working Group

The role of the Strategic Funding Pool Joint Working Group (JWG) is to oversee the implementation and ongoing management of the Strategic Funding Pool.

In accordance with the Strategic Funding Pool Guidelines, the JWG determines how the Strategic Funding Pool is expended. The JWG may, as required, seek applications for specific projects or purposes or consider applications received for funding contributions to relevant projects.

Role of individual Joint Working Group Members

Department of Education, Employment and Workplace Relations (DEEWR) Officers

DEEWR Officers are responsible for:

- participation in the JWG
- public marketing and co-ordination of application rounds
- jointly approving applications for funding under the Strategic Funding Pool through the JWG
- providing advice to the Minister for Education on the effective operation of the Strategic Funding Pool.

ACT Education and Training Directorate (ETD) Officers

ACT ETD Officers are responsible for:

- participation in the JWG
- internal marketing of application rounds
- jointly approving applications for funding under the Strategic Funding Pool through the JWG;
- managing the Strategic Funding Pool contracts (Deeds of Grant) and funding to schools
- monitoring, reviewing and evaluating the Strategic Funding Pool funded projects for performance and contractual compliance and taking action in cases where necessary.

Advisory Members

Representatives participate in the JWG in an advisory capacity and do not participate in funding application decisions. In addition, they support applicants in the development of their projects to meet the guidelines of the Strategic Funding Pool and using their networks, promote the Strategic Funding Pool application rounds.

Membership

The membership of JWG currently (March 2012) includes:

- Pene Butt - Manager, Transitions, Careers and Vocational Learning, ACT Education and Training Directorate
- Phillip Dodd - Transitions, Careers and Vocational Learning, ACT Education and Training Directorate
- Andrew Bishop – Director, Youth Attainment and Transitions Branch, DEEWR
- Jacqui Pinkava– Youth Attainment and Transitions Branch, DEEWR.
- Nola Shoring – Partnership Brokers, ACT & Region Chamber of Commerce and Industry (Advisory member)
- Shyanne Watson – Youth Connections, Anglicare ACT (Advisory member).

Conflict of Interest

All members, but in particular Advisory Members, will declare any potential or perceived conflict of interest with any applications under consideration.

Meetings

Meetings held regularly, as required.

Secretariat

The DEEWR and ACT ETD will have joint responsibility for the executive support of the JWG.

This will include:

- Organising a venue and inviting and confirming meeting attendance
- Drafting meeting agenda and compiling papers in consultation with members
- Taking and distributing minutes in a timely manner.
- Managing the content relevant to the Strategic Funding Pool on their respective web sites.