



**Australian Government**

**Department of Families, Housing,  
Community Services and Indigenous Affairs**

---

**Part C: Application Information for the  
Better Start for Children with Disability initiative  
Early Intervention Services for Children with Disability Program**

---

**Effective from November 2012**

## Preface

The Australian Government Department of Housing, Families, Community Services and Indigenous Affairs (FaHCSIA or the Department) has a suite of documents (the **Program Guideline Suite**) which provide information relating to the Services and Support for People with Disability program. They provide the key starting point for parties considering whether to participate in the program and form the basis for the business relationship between FaHCSIA and the funding recipient.

They are:

- **Part A: Program Guidelines** which provides an overview of Program and the Activities relating to the program;
- **Part B: Information for Applicants** which provides information on the Application, Assessment, Eligibility, Selection and Complaints processes; Financial and Funding Agreement arrangements.
- **Part C: Application Information** provides specific information on the Activity (Better Start for Children with Disability), Selection Criteria, Performance Management and Reporting. This part should be read in conjunction with the Draft Funding Agreement for the Activity and the [Standard Terms and Conditions](#).
- The **Application Form** which is completed by applicants applying for funding during a selection process.

FaHCSIA reserves the right to amend these documents from time to time by whatever means it may determine in its absolute discretion and will provide reasonable notice of these amendments.

## Table of Contents

<b>Preface .....</b>	<b>2</b>
<b>1. Program Overview.....</b>	<b>4</b>
1.1 PROGRAM OUTCOMES .....	4
1.2 OBJECTIVES .....	4
<b>2. Activity Overview .....</b>	<b>5</b>
2.1 REGISTRATION AND INFORMATION SERVICES .....	5
2.2 BETTER START EARLY INTERVENTION SERVICE PROVIDER PANEL .....	6
2.3 BETTER START DISABILITY-SPECIFIC ONLINE CONTENT.....	6
2.4 BETTER START EARLY DAYS WORKSHOPS .....	7
2.5 PLAYGROUPS COMMUNITY EVENTS .....	7
<b>3 Aims and objectives .....</b>	<b>8</b>
3.1 SERVICE PROVIDER ELIGIBILITY .....	8
3.2 PARTICIPANTS TARGET GROUP .....	8
3.3 FUNDING FOR THE ACTIVITY .....	9
3.4 ELIGIBLE ACTIVITIES .....	9
3.5 ACTIVITY LINKS AND WORKING WITH OTHER AGENCIES AND SERVICES.....	9
3.6 SPECIALIST REQUIREMENTS FOR EARLY INTERVENTION SERVICE PROVIDER PANEL .....	9
3.7 INFORMATION TECHNOLOGY .....	10
3.8 ACTIVITY PERFORMANCE AND REPORTING.....	10
<b>4 Application Process for the Registration and Information Service.....</b>	<b>12</b>
<b>5 Application Process for the Early Intervention Service Provider Panel. ....</b>	<b>12</b>
5.1 OVERVIEW OF THE APPLICATION PROCESS.....	12
5.2 SELECTION CRITERIA .....	12
5.3 HOW TO SUBMIT AN APPLICATION.....	15
5.4 QUESTIONS AND ANSWERS DURING THE APPLICATION PERIOD.....	15
5.5 QUESTIONS AFTER THE APPLICATION PERIOD.....	15
5.6 CLOSING DATE AND TIME .....	15
5.7 APPLICATION ACKNOWLEDGEMENT .....	15
<b>6 Application Process for the disability-specific online content .....</b>	<b>16</b>
6.1 APPLICATION PROCESS 2012/13 – 2014/15 .....	16
<b>7 Application process for the Better Start Early Days Workshop .....</b>	<b>16</b>
<b><i>Overview of the Application Process .....</i></b>	<b>16</b>
7.1 SELECTION CRITERIA .....	16
7.2 HOW TO SUBMIT AN APPLICATION.....	16
<b>8 Application process for Better Start Playgroups Community Events .....</b>	<b>17</b>
<b><i>Overview of the Application Process .....</i></b>	<b>17</b>
8.1 SELECTION CRITERIA .....	17
8.2 HOW TO SUBMIT AN APPLICATION.....	17
8.3 CLOSING DATE AND TIME .....	17
<b>9 Contact information .....</b>	<b>17</b>
<b>10 Glossary.....</b>	<b>18</b>

## 1. Program Overview

The Early Intervention Services for Children with Disability Program incorporate the activities under Better Start for Children with Disability Initiative, Helping Children with Autism Package and the Autism Specific Early Learning and Care Centres.

Between October 2008 and June 2012 the Helping Children with Autism (HCWA) Package, the Autism Specific Early Learning and Care Centres (ASELCCs) and the Better Start for Children with Disability Initiative (from July 2011) were activities under the Program 5.4 - Services and Support for People Disability.

From July 2012 these initiatives will be brought together to form the Program 5.7 - Early Intervention Services for Children with Disability.

These activities sit within Outcome 5: Disability and Carers – standard of living, improved capacity to participate economically and socially and manage life-transitions for people with disability and/or mental illness and carers through payments, concessions support and care services.

### 1.1 Program Outcomes

To provide access to early intervention services and support for children with disability, their parents, carers and families to help eligible children achieve their potential.

### 1.2 Objectives

The objectives for the Better Start for Children with disability component of this outcome are:

- **Early Intervention services** – to provide access to early intervention services for eligible children to assist them to achieve their potential.
- **Education and support for parents, carers and families**- to provide information and support to parents, carers and families to help them enable eligible children with disability to achieve their potential.

The objectives of the HCWA component of this outcome are:

- **Early Intervention services** – to provide access to early intervention services for eligible children to assist them to achieve their potential.
- **Education and support for parents carers and families**- to provide information and support to parents, carers and families to help them enable eligible children with disability to achieve their potential.
- **Autism Specific Early Learning and Care Centres** – to provide early learning programs and specific support to children with Autism Spectrum Disorder (ASD) in a long day care setting.

## 2. Activity Overview

### **Better Start for Children with Disability initiative**

Children who have been diagnosed with cerebral palsy, Down syndrome, Fragile X syndrome, or moderate or greater vision or hearing impairment including deafblindness can access funding and Medicare rebates under the Better Start for Children with Disability initiative (Better Start). Children must register before their sixth birthday and they have until they turn seven to access the funding.

As of 1 January 2013, Better Start for Children with Disability has been broadened to include children who have been diagnosed with Prader-Willi, Williams, Angelman, Kabuki, Smith-Magenis, Cri du Chat, CHARGE or Cornelia de Lange syndromes or Microcephaly. To be eligible for early intervention funding, this new cohort of children need to be six years of age on or after 1 January 2013 and have until they turn seven to access the funding.

The Better Start initiative includes the following components:

- Funding to pay for a range of early intervention therapeutic services. Children under the age of six who have been diagnosed with one of the listed disabilities are able to be registered to access the funding, which can be used until the child turns seven.
- Medicare rebates for the development of a treatment and management plan for eligible children under the age of 13.
- Medicare rebates for up to four allied health diagnostic services and up to 20 relevant allied health treatment services for eligible children up to the age of 15 (provided a treatment and management plan is in place before the age of 13).
- Families of children who are eligible for the early intervention funding may also be eligible for an additional payment of \$2,000 – the Outer Regional, Remote and Access Support Payment (Access Payment).

These components are underpinned by ongoing research and evaluation, workforce capacity building and promotional activities.

Key activities for the purpose of these guidelines are:

### **2.1 Registration and Information Services**

The total funding for the Better Start Registration and Information Service is \$12.55 million over four years to 30 June 2014.

Carers Australia is funded for the Registration and Information Service (RIS) to register eligible children and provide specific information for parents and carers about access to early intervention funding and appropriate early intervention services. The RIS can be contacted on 1800 242 636.

Further information about the management and operation of the RIS is contained in the Registration and Information Service Operational Guidelines.

## **2.2 Better Start Early Intervention Service Provider Panel**

Early intervention funding of up to \$12,000 (to a maximum of \$6,000 per financial year) is available for eligible children up to the age of seven years who have received a diagnosis of a sight or hearing impairment, cerebral palsy, Down syndrome or Fragile X syndrome.

Children who have been diagnosed with cerebral palsy, Down syndrome, Fragile X syndrome, or moderate or greater vision or hearing impairment including deafblindness can access funding and Medicare rebates under Better Start. Children must register before their sixth birthday and they have until they turn seven to access the funding.

As of 1 January 2013, Better Start for Children with Disability has been broadened to include children who have been diagnosed with Prader-Willi, Williams, Angelman, Kabuki, Smith-Magenis, Cri du Chat, CHARGE or Cornelia de Lange syndromes or Microcephaly. To be eligible for early intervention funding, this new cohort of children need to be six years of age on or after 1 January 2013 and have until they turn seven to access the funding.

FaHCSIA administers the individual funding packages by paying providers in arrears once they have delivered services to registered children under Better Start.

The funding can be used to pay for early intervention services, including services provided by:

- speech pathologists
- audiologists
- occupational therapists
- physiotherapists
- psychologists
- orthoptists
- teachers of the deaf
- optometrists

Please note, the list of eligible early intervention services may be updated from time to time. Should amendments be made to the list, FaHCSIA will provide reasonable notice of amendments.

To be eligible for the Better Start services a child must be seen by the Registration and Information Service and be deemed eligible to access the service before their seventh birthday.

The Better Start initiative has been established to augment or complement other state, territory and Federal Government services for children with disability. It is important that this initiative is recognised as contributing to an existing and continuing system of support.

Further information about the management and operation of the Service Provider Panel is available at:

[http://www.fahcsia.gov.au/sa/disability/progserv/people/betterstart/Pages/better\\_start\\_early\\_intervention.aspx](http://www.fahcsia.gov.au/sa/disability/progserv/people/betterstart/Pages/better_start_early_intervention.aspx); and at

[http://www.health.gov.au/internet/main/publishing.nsf/Content/children\\_disability](http://www.health.gov.au/internet/main/publishing.nsf/Content/children_disability)

## **2.3 Better Start disability-specific online content**

The disability-specific online content will be developed to provide support for parents, carers and professionals and, more generally, the broader community, and will help support these groups by providing online resources about the identified disabilities and the available assistance, particularly in regard to early intervention.

## ***2.4 Better Start Early Days Workshops***

The Better Start Early Days Workshops will be available nationally to families and carers of children up to 7 years of age with disabilities eligible under Better Start. The Early Days Workshops will focus on identified needs of the target group and help support parents and carers by providing information about the disabilities and the available assistance.

## ***2.5 Playgroups Community Events***

Playgroups Community Events will be delivered nationally and aimed at families and carers of children with disability. Through these community events, families will obtain information on the developmental benefits of participation in playgroups for their children, and parents will develop improved social and support networks.

### **3 Aims and objectives**

The overarching intent of the Better Start for Children with Disability initiative is to increase access to targeted and appropriate early intervention services for eligible children to achieve their potential.

This is underpinned by the following objectives:

- To provide early intervention services for eligible children to improve their capacity to transition to school
- To provide information and support to parents, carers and families in enabling their children reach their potential.

#### **3.1 Service provider eligibility**

The following entity types are eligible to apply for funding for this activity:

- a) Incorporated Associations (incorporated under State/Territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc' in their legal name);
- b) Incorporated Cooperatives (also incorporated under State/Territory legislation, commonly have "Cooperative" in their legal name);
- c) Companies (incorporated under the *Corporations Act 2001* – may be not-for-profit or for-profit proprietary company (limited by shares or by guarantee) or public companies);
- d) Aboriginal Corporations (incorporated under the *Corporations (Aboriginal and Torres Strait Islander Act) 2006*);
- e) Organisations established through a specific piece of Commonwealth or State/Territory legislation (many public benevolent institutions, churches, universities, unions etc);
- f) Partnerships;
- g) Trustees on behalf of a Trust; and
- h) Where there is no suitable alternative, an individual or - jointly and separately – individuals

Organisations / lead agencies not eligible to apply include:

- a) Local Governments
- b) State and Territory Governments
- c) Overseas entities

#### **3.2 Participants target group**

Children who are up to six years of age who have been diagnosed with one of the listed disabilities. are able to register for Better Start funding and have until they turn seven to access funding.

FaHCSIA also requires the delivery of a fair and equitable service that includes those from culturally and linguistically diverse or Indigenous backgrounds, and from regional or remote localities.



Further details can be found in the relevant operational guidelines.

**Please Note:** Children who access the Better Start funding package are not eligible to access the Helping Children with Autism package (HCWA) and vice-versa.

In cases of multiple eligible diagnoses, a family will need to choose and register for the more appropriate funding package for their child.

### **3.3 Funding for the Activity**

Total Australian Government funding for the Better Start for Children with Disability initiative is more than \$150 million over 5 years

Details of funding for components of the activity can be found in the relevant operational guidelines, where appropriate.

### **3.4 Eligible activities**

The following components will be funded under the Better Start for Children with Disability initiative:

- Registration, Information and Referral
- Support
- Disability-specific web accessible information;
- Education
- Playgroups Community Events
- Eligible Early Intervention Services

### **3.5 Activity links and working with other agencies and services**

#### **Helping Children with Autism Package**

The Helping Children with Autism (HCWA) package was introduced in July 2008 and is also administered by FaHCSIA. The Better Start initiative is consistent with the HCWA package, and uses the same fee for service funding model for the delivery of early intervention services.

#### **Centrelink**

To register for Better Start funding, an eligible child needs a Customer Reference Number (CRN) issued by Centrelink.

#### **Department of Health and Ageing**

Under the Better Start initiative, eligible children have access to new Medicare items. RIS staff will provide information about the new Medicare items. Parents will need to discuss with their GP about other MBS items that may be available to eligible children. Further information can also be accessed at <http://www.mbsonline.gov.au/> and [http://www.health.gov.au/internet/main/publishing.nsf/Content/children\\_disability\\_Health\\_professional](http://www.health.gov.au/internet/main/publishing.nsf/Content/children_disability_Health_professional)

#### **Other Services**

RIS staff will provide information to families and carers of eligible children about the early intervention service provider panel and other services and support that may be available to them.

### **3.6 Specialist requirements for Early Intervention Service Provider Panel (e.g. Legislative requirements)**

Early intervention service providers who apply for membership of the Early Intervention Service Provider Panel must employ relevant staff members who are registered with relevant

professional bodies. Service providers must ensure that Early Intervention Services are delivered in accordance with all relevant Commonwealth and state and territory legislation. The highest standards of duty of care must be applied.

Early Intervention Service providers must also be aware of any case-based law that may apply or has an effect on service delivery. Providers must also ensure that services meet health and safety requirements and all licence, certification and/or registration requirements in the area in which they are providing services.

### **3.7 Information technology**

The RIS and Early Intervention Service Providers must have IT systems and software packages that are compatible with FaHCSIA's reporting requirements at the time of application. Any specialised technology is detailed in the operational guidelines for the relevant activity and in the Funding Agreement.

### **3.8 Activity performance and reporting**

#### **Performance**

FaHCSIA will monitor the performance and outcome data of the Better Start for Children with Disability initiative. Reporting will be based on key performance indicators. Data will be collected through client surveys, FaHCSIA Online Funding Management System (FOFMS), directly from providers and through external evaluation process.

Following are the Key Performance Indicators for Better Start:

*Immediate outcome:* Percentage of clients assisted to access choices and options that allow them to better manage their child's early intervention needs

*Intermediate outcome:* Percentage of clients reporting their children's progress against individual goals has been maintained

#### *Service quality*

Percentage of eligible target population assisted

Percentage of clients from priority groups (Indigenous and CALD)

#### *Outputs*

Number of children assisted

Number of Early Intervention service events

Number of service providers on the panel

Number of service locations

#### **Reporting**

Service providers are required to submit to FaHCSIA a range of reports as part of government reporting and accountability requirements in order for the Department to meet its legislative responsibilities. The standard of accounting, record-keeping and reporting by service providers must be in accordance with the terms of the Program and Operational Guidelines and the FaHCSIA Funding Agreement. Details on dates and specific reporting requirements are outlined in the Funding Agreement and relevant operational guidelines.

## **Financial Reporting**

FaHCSIA's financial management requirements aim to ensure the efficient and effective use of public monies. The requirements are consistent with best value in social services principles, the Funding Agreement, and aim to maintain viable services and prevent fraud against the Commonwealth. Funding must only be used for the purpose for which it is provided. Service providers must administer funding and report on expenditure in accordance with the Funding Agreement.

The following financial reporting arrangements are in place:

- The funding recipient must retain all records and accounts relating to the project in original form for at least five years after the Funding Agreement completion date or termination of the Funding Agreement;
- An audited Income, Cash Flow and Expenditure Statement reflecting the funds received for activities under the Better Start Early Intervention for Children with Disability initiative to enable FaHCSIA to verify that funds forwarded to the funding recipient comply with funding conditions;
- The funding recipient must provide a comparison of actual expenditure against the approved budget (if specified);
- Audited statements must be submitted to FaHCSIA in line with the Funding Agreement requirement; and
- An organisational balance sheet statement of the assets and liabilities must be submitted annually (if specified). This is required for financial viability assessments to assist FaHCSIA in determining if an organisation is meeting its obligations under the Funding Agreement.

## **4 Application Process for the Registration and Information Service**

There is no current selection process for the Better Start Registration and information Service. The last selection process was undertaken in April 2011.

It is FaHCSIA policy that the market should be tested every 6 to 8 years.

## **5 Application Process for the Early Intervention Service Provider Panel.**

### ***5.1 Overview of the Application Process***

The process for selection of providers to join the Early Intervention Service Provider Panel (the Panel) is **open non- competitive** selection process.

The selection process is open to all providers operating in the market place. Open processes are advertised through the media, the FaHCSIA Internet site and other sources in order to attract as much interest as possible.

Providers are required to meet selection criteria to be able to join the Panel.

### ***5.2 Selection Criteria***

The selection criteria are:

- 1. Outline the applicant's relevant experience in delivering early intervention services to children with one or more of the following disabilities:**
  - Sight impairments
  - Hearing impairments
  - Cerebral palsy
  - Down syndrome
  - Fragile X syndrome
  - Prader Willi syndrome
  - Williams syndrome
  - Angelman syndrome
  - Kabuki syndrome
  - Smith Magenis syndrome
  - Cri du Chat syndrome
  - Cornelia de Lange syndrome
  - CHARGE syndrome, or
  - Microcephaly

Please list the services/interventions that will be provided under the Better Start for Children with disability initiative Early Intervention Service Provider Panel.

**2. Please provide information about how the service or services delivered will:**

- Contribute to improved wellbeing for eligible children.
- Contribute to improved strategies and skills of parents/caregivers.
- Contribute to improved capability of eligible children to attend school.
- Contribute to improved capability of eligible children to participate in everyday life.

**3. Applicants are required to provide a schedule of fees to FaHCSIA for publication on the Department’s website.**

Please complete the table below:

Intervention Type/s	Provider and Delivery Location	List of Allied-Health Profession/s providing services	Name and Description of Intervention/Service	Fees charged per hour

Please provide a brief outline of how the applicant would develop, monitor and assess an intervention plan for an eligible child?

**4. Describe the applicant’s staffing profile**

You will need to provide details of professional qualifications and other relevant experience for staff who will be delivering the early intervention services to eligible children, their families and carers, including a description of roles and responsibilities for all positions.

**Eligibility Requirements for Professional Practitioners**

- As of 30 June 2012, all Occupational Therapists must be registered with the Occupational Therapy Board of Australia. Registration is completed through the Australian Health Practitioner Regulation Agency (AHPRA). More information is available at [www.ahpra.gov.au/](http://www.ahpra.gov.au/).
- **Psychologists** must hold a current general registration with the national Psychology Board of Australia (PBA). For further information about the national registration see [www.psychologyboard.gov.au](http://www.psychologyboard.gov.au).
- **Speech Pathologists** practising in Queensland must be registered with the Speech Pathologist Board of Queensland. In all other States, the Australian Capital Territory and the Northern Territory, they must be a ‘Practising Member’ of Speech Pathology Australia.. The preferred standard for Speech Pathologists working in this area is to be a Certified Practising Speech Pathologist (CPSP) of Speech Pathology Australia. This means opting in to and meeting requirements of the Professional Self-Regulation Program (PSR). Further information on the CPSP program is available on [www.speechpathologyaustralia.org.au](http://www.speechpathologyaustralia.org.au) or contact the PSR Coordinator at Speech Pathology Australia on [psrandpd@speechpathologyaustralia.org.au](mailto:psrandpd@speechpathologyaustralia.org.au) or 1300 368 835
- **Audiologists** must hold a Masters in Audiology, or equivalent, and be a member of a professional body such as Audiology Australia or the Australian College of Audiology (ACAud) in order to apply for membership of the Panel.
- **Orthoptists** must be registered with a professional body related to the field such as the Australian Orthoptic Board.
- **Physiotherapists** are required to hold a current general registration with the National Physiotherapy Board of Australia. For further information about national registration see [www.physiotherapyboard.gov.au/](http://www.physiotherapyboard.gov.au/).
- **Optometrists** are required to be registered with the Optometry Board of Australia in order to apply for membership of the Panel. Further information is available at [www.optometryboard.gov.au/registration.aspx](http://www.optometryboard.gov.au/registration.aspx).

- **Teachers of the Deaf** are required to be registered with the National Association of Australian Teachers of the Deaf (NAATD) and hold a CPE – Current Membership. Further information is available at [www.naatd.org.au/membership.html](http://www.naatd.org.au/membership.html)

**5. 5. Please describe the applicant's relevant experience, expertise or capacity to deliver early intervention services to eligible children who are:**

- Indigenous
- From culturally and linguistically diverse (CALD) backgrounds
- From rural or remote communities

**5.3 How to submit an application**

To apply for membership of the panel under this process, applicants will need to complete the on-line application form and respond to the selection criteria as detailed above.

**5.4 Questions and Answers during the Application period**

Common questions and answers about the application process for the Better Start early Intervention Service Provider Panel are available on the FaHCSIA website. The Department will only respond to requests for information (from applicants) that seek to clarify the requirements of the Application Form and Application Guide.

**5.5 Questions after the application period**

The Department will not accept or respond to requests for information about the status or progress of applications during the assessment phase.

**5.6 Closing date and time**

Applications for the Better Start Early Intervention Provider Panel are ongoing.

**5.7 Application Acknowledgement**

Unless prior agreement has been reached with FaHCSIA an application will not be considered lodged until it is received by FaHCSIA. Applicants will receive an email notification from FaHCSIA within 24 hours of an application being lodged correctly. If an applicant has not received notification in this timeframe, the applicant should contact FaHCSIA to confirm that the form has been lodged correctly.

## **6 Application Process for the disability-specific online content**

There is no current selection process for the Better Start disability-specific online content. The last selection process was undertaken in March 2012.

It is FaHCSIA policy that the market should be tested every 6 to 8 years.

### **6.1 Application process 2012/13 – 2014/15**

The Department will be conducting a direct approach to the existing provider who is meeting all the requirements of their current funding agreement to extend from 30 November 2012 to 30 November 2015.

## **7 Application process for the Better Start Early Days Workshop**

### **Overview of the Application Process**

The selection process for the Better Start Early Days workshops is a direct selection process.

### **7.1 Selection Criteria**

Phase One - Development of Better Start Early Days Workshops

#### **1. Service Delivery Model**

Describe your proposal to develop education and support workshops and how any relevant experience will be utilised to undertake the development of the Better Start Early Days Workshops within the proposed budget of \$80,000 and time frame.

Please include in your response:

- A description of how you propose to develop the Better Start Early Days Workshops;
- How your organisation will ensure that content is relevant for the target group and addresses the following areas:
  - Issues that affect families with recently diagnoses children;
  - Issues that affect eligible children and families at transition points, such as a leaving Better Start or child preparing to attend school;
  - Managing aspects of child development;
  - Information on the disabilities eligible under Better Start;
  - Workshops that focus on identified issues for families and carers of eligible children;
- How your organisation will ensure that content development will meet the requirement to deliver the workshops using a range of delivery methods.

#### **2. Qualification of Service Delivery Staff**

Demonstrate your organisations expertise and qualifications of staff, including management capability, to achieve quality outcomes in developing workshop content to address the needs of the target group.

### **7.2 How to submit an application**

There is no current selection process for the development of Better Start Early Days Workshops. The last selection process was undertaken in June 2012.

It is FaHCSIA policy that the market should be tested every 6 to 8 years.



## **8 Application process for Better Start Playgroups Community Events**

### ***Overview of the Application Process***

The selection process for the Better Start Playgroups Community Events is a direct selection process.

#### **8.1 Selection Criteria**

##### **1. Capability to deliver the Program Outcomes**

- Demonstrate an understanding of the Better Start for children with disability initiative
- Demonstrate your understanding of the specific needs of families and children with disability
- How do you propose to reach this target group
- How do you propose to engage with the broader disability support community to provide linkages for parents

##### **2. Project Plan (Meeting the targets)**

Provide a project plan that outlines the delivery of 24 events per year that includes events in major metropolitan, regional, rural and remote centres and any supporting documentation of target groups in these areas and in particular CALD and Indigenous communities.

##### **3. Organisational Capability**

Demonstrate your organisational capability to manage and deliver the events, including governance arrangements and appropriately skilled and competent staff to undertake the project.

#### **8.2 How to submit an application**

An invitation to submit an application will be sent to the preferred provider via email through the dedicated Better Start inbox: [better.start@fahcsia.gov.au](mailto:better.start@fahcsia.gov.au).

Included in this request for application will be information for the applicant, including the Program Guidelines and the terms and conditions of the standard funding agreement.

The application must be received by the date and time specified in the Request for Proposal.

#### **8.3 Closing date and time**

**Applications will close on Wednesday 10 December 2012 at 2:00 pm AEST..**

## **9 Contact information**

Further information on the activity can be obtained from the FaHCSIA website [www.fahcsia.gov.au/betterstart](http://www.fahcsia.gov.au/betterstart), or by writing to the:

Branch Manager  
Autism and Early Intervention  
Department of Families, Housing, Community Services and Indigenous Affairs  
PO Box 7576  
Canberra Business Centre 2610

Emails can be sent to the following address: [Better.Start@fahcsia.gov.au](mailto:Better.Start@fahcsia.gov.au)

## 10 Glossary

Applicant	The term applicant incorporates organisation, including sole provider, multi-disciplinary service or lead agency of a consortium.
Better Start	Service or activity type under the <i>Support and Services for People with Disability Program</i> designed to provide services and support for children with a sight or hearing impairment, Down syndrome, cerebral palsy or Fragile X syndrome.
Department (the)	Australian Government Department of Families, Housing, Community Services and Indigenous Affairs.
Early Intervention Services	Therapeutic services for eligible children including structured and intensive early intervention services, such as one-on-one activities and tailored group and individual programs that can be delivered in a range of settings.
FaHCSIA	Australian Government Department of Families, Housing, Community Services and Indigenous Affairs.
Funding Agreement	A legally binding contract between the Commonwealth and another party. The Commonwealth provides public money (generally from administered funds) to the party in return for the other party providing services that benefit the public (or a section of the public).
Operational Guidelines	A written set of guidelines setting out how a service is to operate and be managed. Guidelines assist FaHCSIA staff and providers in the administration of the service and set out the specific requirements of service providers in delivering the service.
Outcome	The ultimate impact or consequences of the program beyond its outputs. Sometimes the outcome is referred to as the result we are seeking for the child/family.