



**SFYS Grampians Region**

**Project Brokerage Application Process  
Ballarat, Golden Plains, Moorabool and Hepburn Shires**

Who can apply? Government and non-government schools and youth and community agencies working with young people between 10-18 years of age.

| <b>Timelines</b>  | <b>Process</b>  |
|---|---|
| <b>November 21<sup>st</sup> 2011</b>                                  | Brokerage round opens. Schools and agencies will be emailed application forms and guide to applying. This information will also be available on the Ballarat Community Health Website. Schools and agencies are required to consult with SFYS Coordinators to discuss proposed application(s).  |
| <b>November 21<sup>st</sup> 2011 to February 13<sup>th</sup> 2012</b> | Schools / agencies seeking funds make contact with SFYS Coordinator to discuss potential project application  |
| <b>February 13<sup>th</sup> 2012</b>                                  | Applications to be sent via email to <a href="mailto:sfysbrokerage@bchc.org.au">sfysbrokerage@bchc.org.au</a><br>Applicants will be advised by return email by BCH SFYS upon receipt of application.  |
| <b>February 13<sup>th</sup> 2012</b>                                  | Applicant Signatures<br>Signature page, identifying partner schools / agencies may be scanned and emailed, faxed, or posted to SFYS Coordinator, Ballarat Community Health, PO BOX 1156 Bakery Hill, VIC 3354.  |
| <b>February 27<sup>th</sup> 2012</b>                                  | Successful applicants notified by email.  |
| Within 7 days of receipt of notification                              | Applicants are required to forward a signed letter of acceptance/conditions of funding, including; <ul style="list-style-type: none"> <li>• notification of program commencement and completion dates</li> <li>• Invoice for 80% of funding allocation</li> </ul> to <a href="mailto:sfysbrokerage@bchc.org.au">sfysbrokerage@bchc.org.au</a><br>This can also be faxed or posted to SFYS Coordinator, Ballarat Community Health, PO BOX 1156 Bakery Hill, VIC 3354 |
| Projects commence   | When projects commence SFYS Coordinators will arrange to visit with project facilitators and participants. SFYS Coordinators will assist schools and/or agencies to develop evaluation tools relevant to each project.  |
| Within 12 months  | Project delivery completed  |
| Within one month of program completion                                | SFYS Coordinators will assist schools and/or agencies to develop impact evaluation tools for each specific project. Impact evaluation to be completed and forwarded to <a href="mailto:sfysbrokerage@bchc.org.au">sfysbrokerage@bchc.org.au</a> within one month of completion of project. Final invoice for 20% payment to be forwarded to <a href="mailto:sfysbrokerage@bchc.org.au">sfysbrokerage@bchc.org.au</a><br>Final payment will then be made.            |

Brokerage funds will NOT be available for:

- Replacement of existing sources of funding, whether they are internal or external to an organization; capital purchases or works
- Funding of teacher professional development activities (professional development is to be funded out of an organizational or school budget);
- Services/programs currently provided through the service system (unless extensive waiting lists are evidenced)
- Recurrent funding of services/program
- Agency infrastructure;
- Programs provided by external consultants which do not link with other aspects of school curriculum, school ethos and school culture or whole school or whole level projects UNLESS in association with other funding sources.