SFYS

School Focused Youth Service

A quick guide to the SFYS brokerage process

cafs
Child & Family Services Ballarat Inc.

Ballarat Community HEALTH Centre

Inside this quick guide:

Key dates	2
Funding criteria	2
Projects should...	2
Brokerage funds will not be available for...	3
Expectations of funded projects	3
Good practice models	4
Frequently asked questions	4
Contact details for SFYS Coordinators	4

Objectives of brokerage funding

School Focused Youth Service (SFYS) providers are allocated funding to administer the program at the local level and for the brokerage of services to meet demonstrated service gaps and needs. It is expected that projects funded by brokerage will:

- Decrease the risk of young people further developing behaviours that lead to self-harm,
- Enhance young people's connections to school, family, peers and/ or the community,
- Facilitate collaborative structures and improve linkages between schools/education sector and relevant youth and community services to support young people displaying 'at risk' behaviours.

Regional Priorities 2011/2012

Regional Advisory Group invites projects that demonstrate a School/ Agency partnership approach to addressing the needs of vulnerable young people through the following priorities:

- Building the Mental Health & Well-being of all students
- Promoting a strong understanding of Respectful Relationships in all students
- Enhancing Student Engagement & Positive Behaviours
- Building school & community capacity through school/community engagement

Target Groups 2011/2012

Priority will be given to those projects that address the needs of "at risk" young people from the following priority target groups:

- Young people in out of home care
- Koori young people
- Young people at risk of disengagement from education or training
- Socio economic disadvantage and/or family problems
- Young people from CALD backgrounds/communities
- Social and geographical isolation
- Physical or psychological disabilities
- Low self esteem or negative body image

Key dates for 2011

Applications open 21st November 2011 and close 13th February 2012

- All applications to be sent via email to **sfysbrokerage@bchc.org.au.**
- By 27th February 2012 all applicants will be advised of the outcome of their application.
- Within 7 days of receipt of notification successful applicants required to forward a signed letter of acceptance and invoice for 80% of funding allocation.
- Project to be completed by end of June 2012.
- Evaluation to be submitted within one month of completion of project. Final invoice for 20% to be sent with evaluation.

Funding Criteria

Applications for Brokerage Funds MUST:

- clearly demonstrate the applicant's ability to manage the initiative including staff (if appropriate), financial planning and evaluation;
- be appropriate in respect to group size, proposed outcomes, length of initiative, people who will undertake the initiative etc. for the amount of funds being sought;
- address a regional priority (from regional strategic plan) OR a demonstrated local need (evidence required- local may include a specific subgroup/issue within the local area or within a school/s);
- target young people aged 10 –18 years old (with a particular focus on 10-14 year olds) who attend school, live or work in the local area;
- applications need to set out how an identified target group will be engaged and demonstrate how those within a school environment will not inadvertently be seen as 'separate' to the broader school population. Therefore applicants are encouraged to take a whole of 'school/community' approach to address identified 'at risk' target group needs;
- involve partnership or collaboration between at least two organisations- schools/other educational settings and/or agencies providing relevant community services;
- have been discussed with the SFYS Coordinator and
- be made on the official online SFYS Brokerage Project Application Form.

Projects should:

- Enhance the service system for young people by addressing identified areas of need and/or gaps in the service system;
- Clearly state proposed outcomes and how these will be measured and
- Demonstrate their impact through the project evaluation.

Brokerage funds will not be available for:

- Replacement of existing sources of funding, whether they are internal or external to an organisation;
- capital purchases or works;
- funding of professional development activities (professional development is to be funded out of an organisational 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 year level projects UNLESS in association with other funding sources.

Expectations of funded projects

During the project:

- Provision of progress data to your SFYS coordinator.
- Having a clear evaluation process in place.
- Compliance with appropriate organisational requirements and service standards e.g.
  - duty of care provisions,
  - adherence to privacy laws,
  - appropriate insurance requirements,
  - compliance with police check requirements, and
  - organisational reporting of critical incidents.
- Keeping a record of documentation developed e.g. protocols between partners, new referral processes, surveys or mapping undertaken, guidelines developed.
- Documentation of the use of monies expended.

After completion of the project:

- Unspent monies to be returned to SFYS.
- Completion of an evaluation form within the expected time-lines.
- Sharing the learning from the project with others (it may be via your report, invitation to good practice forums, phone calls or posting your project on the SFYS web-site).

Good practice models

Good practice projects:

- are evidenced based,
- identify local needs and link to local or regional priority areas,
- build relationships between schools/educational settings and **local** agencies providing relevant community services
- have clear objectives and evaluation processes,
- are consultative, inclusive and reflective ,
- link to quality frameworks, such as:
  - Student Support Services Framework

Frequently asked questions

Who can apply

Government and non-government schools, organisations and agencies can apply for SFYS brokerage.

Why might there be variations in what is funded across the regions?

Allocation of brokerage will vary from round to round, year to year in meeting the strategic balance between partnership development, meeting local gaps in services, developing systems change and prioritising allocation in light of limited availability of funds.

All coordinators work within state-wide guidelines for allocation of brokerage funding but the key principle of SFYS is meeting local and regional strategic priorities.

How are the priorities determined?

Priorities are determined through needs analysis at both the local and regional level as part of strategic planning and service mapping process. Regional priorities for young people are established annually and are available through your SFYS Coordinators.

Why might some projects not be funded?

A range of factors could mean that a project or parts of a project are not funded. These may include that the submission:

- is not aligned to regional or locally agreed goals for the particular year ,
- cannot show the project would be of direct benefit to young people at risk,
- is for a project which could be expected to reasonably attract funding from more appropriate sources ,
- is less strong in a competitive process, i.e. a project may not rank as worthy as others in that round given limited available funds,
- is duplicating existing programs,
- is clearly not sustainable.
-

Where might I find appropriate partners to develop a project?

SFYS Coordinators, who have a very good idea of the service system and knowledge of local schools, are able to assist you in seeking appropriate partners. Local Government youth services, community health services, health promotion officers, mental health promotions officers are also key players in networking and linking systems and services and many of these people may be able to link you to information about possible interested parties.

Frequently asked questions cont…

How do I apply?
Complete the **online** application which can be found at:
www.bchc.org.au/services_school_focused.php.

When completed send to **sfysbrokerage@bchc.org.au.** SFYS Coordinators are happy to read drafts of your application and give feedback and advice.

When will I receive a decision about whether my project will be funded?
Schools and community organisations will receive notification about the outcome of their applications by the 27th February 2012.

Contact details for SFYS Coordinators

For more information or assistance please contact either Jodie Rykers or Susila Naidu on the contact details below:

Jodie Rykers
Coordinator
School Focused Youth Service
Child & Family Services Ballarat Inc.
115 Lydiard Street North,
BALLARAT 3350
Phone: 5337 3369
e-mail: jrykers@cafs.org.au

Susila Naidu
Coordinator
School Focused Youth Service
Ballarat Community Health Inc.
P.O Box 1156,
Bakery Hill, VIC 3354
Phone: 5338 4547
e-mail: susilan@bchc.org.au