



Whole of School Intervention Strategy

Homework Centre Application for Funding

This form is for schools and other eligible organisations in partnership with Indigenous parents and local community members seeking funding to support Homework Centres.

Applicants must read the following information and the Indigenous Education Programmes Provider Guidelines 2005-2008 before completing the Homework Centre Application for Funding. It is provided to assist you in completing the Application for Funding.

Homework Centres

Homework Centres form part of the *Australian Government's Whole of School Intervention Strategy* which encourages schools and local Indigenous communities to work in partnership to develop and deliver projects to improve educational outcomes for Indigenous school students. The other element of the *Whole of School Intervention Strategy* is the *Parent School Partnerships Initiative*. The Whole of School Intervention Strategy is part of the Indigenous Education Programmes funded under the *Indigenous Education (Targeted Assistance) Act 2000*. Homework Centres provide a supervised after school supportive environment for Indigenous students to complete their homework and to study.

Who can apply for Funding?

Applications for Funding for Homework Centres can be made by primary and secondary schools and education systems, in partnership with Indigenous parents and the local Indigenous community. Non-government organisations and incorporated bodies are also eligible to apply for funding. The organisation whose details are given in this form must be the legal entity (eg. State/Territory; company; incorporated association; statutory corporation) that will be offered an Indigenous Education Agreement.

How do you apply for funding?

Applicants must first complete and lodge a Whole of School Intervention Strategy Concept Plan with the Indigenous Education Unit (IEU). A list of IEUs is available at: <http://www.dest.gov.au/ieu/default.htm>. The Concept Plan is a user-friendly document for eligible organisations to express an interest in applying for Homework Centre Funding. Concept Plans are available at www.dest.gov.au and from your local Department of Education, Science and Training (DEST) Office. If your Concept Plan is accepted by DEST you will be invited to submit a Homework Centre Application for Funding form. Your Homework Centre Application for Funding form should be sent to your local DEST IEU.

When should I apply?

Applications for Funding for Homework Centres are usually accepted twice a year. DEST may decide to vary the frequency and timing of funding rounds.

Your information and privacy

Documents containing personal information are handled and protected in accordance with the provisions of the Privacy Act 1988 which sets the standards for the collection, storage, use and disclosure of, personal information.

Homework Centre Application for Funding

Privacy Complaints may be made to the Office of the Federal Privacy Commissioner which may be contacted on 1300 363 922. However, the Privacy Commissioner prefers that Australian Government agencies respond to privacy complaints in the first instance. Privacy complaints can be forwarded to DEST as follows:

The Privacy Contact Officer
Loc 765
Department of Education, Science and Training
GPO Box 9880
Canberra ACT 2601

Payment details

Once Applicants are notified of the success of their Application for Funding and an Indigenous Education Agreement is in place between the Applicant and DEST, payments will be made at negotiated intervals throughout the funding period, usually on a quarterly basis. Payments are made by direct credit to the Funding Recipient's bank account. Funding Recipients must keep a separate bank account for Homework Centre funds, except where the accounting system allows them to identify Homework Centre funds within a common account by maintaining a separate Homework Centre ledger.

Indigenous Community Involvement

Support from the Indigenous community is an important indicator of the likely success of a Homework Centre. Applicants must demonstrate that Indigenous parents, communities and schools have participated in the development of the proposal and will continue to be involved during the implementing and evaluating of the Homework Centre.

Homework Centre Details

Priority will be given to Homework Centres that have the support of the school and the community and that are linked to the School's Development or Operational Plan and other relevant school programmes. It is important that you read the Programme Guidelines when completing this section, the Programme Guidelines are available at http://www.dest.gov.au/schools/indigenous/iet_2005_2008.htm.

You must explain how the Homework Centre will be managed, supervised and how it will:

- improve literacy and numeracy skills of Indigenous school students; and
- improve homework and assignment completion rates.

What will be achieved by the students as a result of attending the Homework Centre?

Provide a brief description of the outcomes the Homework Centre intends to achieve, for example: "An increase in the number of completed assignments by Indigenous students attending the Homework Centre", and how you intend to measure that the outcomes have been achieved.

Student Numbers

Outline the number and the School Year Level of the students who you expect to use the Homework Centre.

Proposed Activities

List the intended activities of the Homework Centre and any other relevant information.

Proposed Timetable

Staffing and supervision of Homework Centres depends on student attendance and needs, and the availability of funding. You should talk to your local DEST Education Officer and State or Catholic education authority about the appropriate staff to student ratio.

Financial and in-kind contributions from other sources

DEST encourages Applicants to seek financial and in-kind contributions to Homework Centres from other sources. Applications which demonstrate that other organisations are contributing funding and/or in-kind contributions to the Homework Centre and have an interest to ensure the Homework Centre is well-managed and supervised are encouraged.

Are there linkages with other organisations, schools and education programmes?

Homework Centres which are linked to and supported by other education programmes and organisations are usually more successful than centres which cannot demonstrate support and relationships with other relevant programmes and organisations. Applications which demonstrate how the Homework Centre will relate to wider Indigenous education strategies are encouraged.

Homework Centre Costing

Applicants are required to provide a list of the DEST funds required to establish the Homework Centre. Applicants must not include GST costs as part of the Homework Centre costing. Where applicants are registered for or required to be registered for the GST, DEST funds will be increased by a 10% GST component.

Reporting and Acquittal Requirements

It is a requirement of the Indigenous Education Agreement or Funding Agreement with DEST that you lodge a Homework Centre Performance Report and Acquittal. These are due by 31 December each funding year or within 60 calendar days of the completion of a Homework Centre.

Homework Centres must not be conducted for profit. Unspent Funds must be returned to DEST.

Working with Children Checks**For Homework Centres within NSW**

Under NSW law, all persons who will be in direct, unsupervised contact with children must obtain approval from an Approved Screening Agency. The sponsoring organisation is responsible for ensuring that all personnel involved in NSW Homework Centres complete a Prohibited Employment declaration and Consent to Employment screening form, and the Approved Screening Agency confirms that they are not prohibited from child-related work. There are penalties for engaging prohibited persons to work with children.

Further information about your requirements as a funding recipient can be obtained from www.kids.nsw.gov.au or by calling (02) 9286 7220.

For Homework Centres within QLD

Under QLD law, all people seeking to work with children must undergo a Criminal History Record Check. The sponsoring organisation is responsible for ensuring that all personnel involved in Queensland Homework Centres demonstrate that they have obtained a blue suitability card from the Queensland Commission for Children and Young People. There are penalties for engaging prohibited persons to work with children.

More information on the Queensland checks can be obtained from www.childcomm.qld.gov.au.

For Homework Centres in other States and Territories

In other States and Territories, DEST requires any personnel who wish to work with children in a DEST-funded Homework Centre to undergo a Criminal Record Check. You should inform all personnel before they commence working with children in a Homework Centre that a criminal record check will be required and that they must be cleared by that criminal record check before they work with children in a Homework Centre. Contact your local DEST centre for details.

Please note: If a person has been found to have a criminal record relating to sexual and certain other serious offences he or she will not be permitted to work with children in the Homework Centre.

Do you need more information?

There is more information about Homework Centres in the *Indigenous Education Programmes Provider Guidelines 2005-2008*: http://www.dest.gov.au/schools/indigenous/iet_2005_2008.htm Also, you can contact your nearest Indigenous Education Unit by telephoning 1800 800 821 for more information.



Office Use Only	
Client ID	<input type="text"/>
Date received	<input type="text"/>
DEST reference	<input type="text"/>

Homework Centre Application for Funding

Please read the *Indigenous Education Programmes Provider Guidelines 2005-2008* carefully before completing this application. The organisation whose details are given in this form must be the legal entity that will be offered an Indigenous Education Agreement or funding agreement with the Department, should the application be successful.

1 Organisation Details

What are the contact details of the Organisation?

Name (Legal or Registered name, not the Trading name)

Number and street (and postal address if different)

Suburb, town or community State Postcode

Phone

E-mail address

2 What is your Australian Business Number (ABN) and/or Australian Company Number (ACN), Australian Registered Body Number (ARBN), Incorporated Association Registration Number (IARN)?

ABN:

ACN:

ARBN:

IARN:

3 Is the School a government or non-government school?

Government Catholic Independent

4 What is the name and position of the school contact person?

(please circle) Mr Mrs Miss Ms Other

Surname (family name)

First Given Name

Preferred Name

Position Held

Work Phone

Fax

E-mail address

5. Payment details

Give the organisation's bank account details for payment.

Account Name

Full name of bank, building society or credit union

Account Number (not the number on the card)

Bank/Branch code number (contact branch if unsure)

6. Indigenous community involvement

Who is the independent Indigenous representative, include contact details? (This person must not be employed by the applicant)

Surname (family name)

First Given Name

Preferred Name

Work Phone

E-mail address

7. Does the local Indigenous community support this Homework Centre Application?

No Yes ► how was this support given? ▼

8. How will the local Indigenous community be involved in implementing the project and assessing its outcomes?

Homework Centre Details

9. Have you submitted a Concept Plan?

Yes No

10. Describe the proposed Homework Centre.

11. What will be achieved by the students as a result of attending the Homework Centre?

12. How will the Homework Centre improve the education outcomes of Indigenous students?

13. How will you measure if the education outcomes have been achieved?

Homework Centre Details Continued

14. How many Indigenous students do you expect will attend the Homework Centre?

School Year	Number of males	Number of females
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>
Subtotal	<input type="text"/>	<input type="text"/>
	Total	<input type="text"/>

15. Please describe the activities, location, proposed days and hours of operation that will be provided in the Homework Centre.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

16. What are the proposed staffing and supervision arrangements?

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

17. When will the project start and finish?

Start / Finish /

18. List any contributions (financial or other) from other resources.

Source	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Declaration by authorised representative of applicant

22. I declare that:

- the information on this form is true, complete and correct;
- to the best of my knowledge, all intended Homework Centre recipients:
 - are of Australian Aboriginal or Torres Strait Islander descent;
 - identify as an Australian Aboriginal or Torres Strait Islander; and
 - are accepted as such by the community in which they live;
- I have the authority to enter into a contract on behalf of all members of the School or Organisation.

I understand that:

- personal information may be disclosed without consent where required or authorised by law;
- any personnel working with children in the Homework Centre will be required to undergo a criminal history check; giving false or misleading information is a serious offence under the Criminal Code.

School/Organisation Representative to sign

Name of School/Organisation

Printed name of School/Organisation Representative

Signature

Date

Printed name of Indigenous Community Contact Person

Signature

Date

Your information and privacy

This form collects information which helps the Department administer HOMEWORK CENTRES. Personal information is collected for HOMEWORK CENTRE management and monitoring purposes.

Your personal information will not be used or given to another person or agency for any other purpose, unless required or authorised by law.

Freedom of Information

All documents held by the Department are subject to access under the *Freedom of Information Act 1982* (FOI Act). Unless a document falls under an exemption provision, it will be made available to the general public if requested under the FOI Act.

All FOI requests are to be referred to the Principal Government Lawyer, Litigation and External Review Section, Procurement, Assurance and Legal Group, in the DEST National Office. Decisions regarding requests for access will be made by the authorised FOI decision-maker in accordance with the requirements of the FOI Act.