



Early Years Service Hubs

APPLICATION FORM

The Early Years Service Hub initiative aims to improve outcomes for high needs families with children aged pre-birth to six years by improving access to services through effective service coordination.

There are currently 13 Early Years Service Hubs around the country. The Ministry of Social Development (the Ministry) invites applications from community organisations (including joint applications) to deliver Early Years Service Hubs in Pukekohe. The term of the contract will be from 1 January 2011 – 30 June 2013. The value of the contract is \$286,665 (GST excl).

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INSTRUCTIONS

- Application forms can be completed:
 - electronically by filling out the Word version and emailing it to the email address below
 - in hard copy by printing out and completing either the Word or PDF version
- Please make sure your application form is filled out completely in the format requested with all supporting documentation attached.
- Please ensure you include audited financial statements for the past year, or similar
- Send the completed form to:

Postal address	Courier address	Email address
Programme Advisor Funding and Contracting Team Early Years Service Hubs Family and Community Services PO Box 1556 Wellington, 6140	Programme Advisor Funding and Contracting Team Early Years Service Hubs Family and Community Services Ground Floor, Bowen State Building Bowen Street Wellington, 6140	FACS_applications@msd.govt.nz

- For more information or assistance completing this application:
 - contact your Ministry of Social Development funding advisor
 - call 0800 777 100
 - email FACS_applications@msd.govt.nz
- Additional information about Early Years Service Hubs is available on the Family and Community Services website www.familyservices.govt.nz.

SECTION ONE: INFORMATION FOR APPLICANTS

KEY INFORMATION

Early Years Service Hubs provide a mechanism for the integration and coordination of services for families with young children pre-birth to six years, particularly those that are 'hard to reach'. The aims of the Service Hubs are to:

- develop a high quality network of early years services through collaborative cross-service working practices
- improve the conditions of services to assist families with high needs who have children pre-birth to six years
- enhance access to seven core early years services within communities so that families with young children have the support they need, including:
 - ante-natal services
 - a Well Child – Tamariki Ora programme
 - early childhood education programmes
 - parenting information, education and support
 - home visiting, including access to programmes where appropriate such as Family Start, Barnardos and Well Child-Tamariki Ora
 - supported referrals to off-site services such as general practitioners, Well Child-Tamariki Ora and Family Start
 - outreach to engage with and retain the target group, including particular support for families who experience barriers to accessing early years services
- ensure families with high needs can access and be referred appropriately to the services that are best able to meet their needs
- assist families with high needs to understand the roles and responsibilities of relevant agencies, know which services they can contact for help and be referred to the most appropriate agency.

Service Hubs coordinate a range of health, education and social services so it is important to seek advice from a local cross sectoral advisory group. This will ensure due consideration is given to key sectors working with families and their children. The Advisory Group may be an existing network in the community.

TARGET GROUPS

- High needs families with children aged pre-birth to six years.
- Local voluntary, community and government groups and services working with families and children.

LOCATION

Applications are invited from community agencies located in the Pukekohe community.

TIMETABLE

Applications open: **Tuesday 17 August 2010**

Applications close: **Friday 17 September 2010**

Regional panels convene: **October 2010**

Applicants notified: **November 2010**

Funding available: **1 January 2011**

FUNDING CRITERIA

The criteria used to assess your application are:

- sound organisational infrastructure and capability including evidence of CYF Approvals
- experience coordinating or delivering social, health or education services to vulnerable families with children pre-birth to six years within the community
- knowledge of issues impacting on vulnerable families with young children within the Pukekohe community
- strong community networks with other agencies delivering the seven core early years services
- ability to attract and retain a suitably qualified worker to fill the role of Early Years Service Hub Coordinator
- evidence of support from early years services within your community for your application.

ASSESSMENT PROCESS

Each proposal will be assessed on responses provided in the application. It is your responsibility to ensure the questions are answered in full and in the format requested. A regional selection panel will meet to assess applications. The selection process will be transparent, equitable and impartial.

Panels will comprise representatives from the Ministry of Social Development, non-government organisations and other relevant agencies and community leaders. As part of the assessment process the Ministry will undertake due diligence which may include contacting other funders, including government agencies, who have previously funded the applicant and other nominated referees. Additional information may also be requested from the applicant to assist the decision-making process.

FUNDING INFORMATION

The contract provides funding of \$286,665 (GST exclusive). The term of the contract commences 1 January 2011 and ends 30 June 2013. Funding is intended to cover:

- Salary and overheads for the Early Years Service Hub Coordinator
- Professional supervision
- Professional development and training
- Community development initiatives that address the needs of vulnerable children and families supported by the Early Years Service Hub.

JOINT APPLICATIONS

Priority will be given to joint applications. Where joint applications are submitted, please provide contact details of the lead agent for this application.

Early Years Service Hubs

SECTION TWO: APPLICATION FORM

1. CONTACT DETAILS

What is your organisation's name?

What is your organisation's legal name?

(If you have a registered name please use this. If you are a local branch of a national organisation – please specify.)

WHAT IS YOUR ORGANISATION'S ADDRESS?

POSTAL ADDRESS:

Street:

City/Town:

Postcode:

PHYSICAL ADDRESS:

Street:

City/Town:

Postcode:

Postcodes can be accessed from www.nzpost.co.nz/postcode

WHAT ARE YOUR ORGANISATION'S CONTACT DETAILS?

Phone:

Fax:

Email:

Website:

WHO IS THE MAIN CONTACT FOR THIS APPLICATION?

Name:

Daytime phone:

Alternate phone:

Position:

Email:

2. ABOUT YOUR ORGANISATION

- A. *Provide evidence of your organisation's infrastructure and capability. Describe the purpose of your organisation and the services you provide. Include your mission, objectives, management and governance structures, operational policies and staff number/profiles. Attach evidence such as an organisational charter, the last year's audited financial statements or similar.*

- B. *It is desirable that you are CYF approved under Section 403 or Section 396 of the Children, Young Persons, and their Families Act 1989. Please provide details of your CYF approval status, or provide information around the status of your application to become approved.*

JOINT APPLICATIONS ONLY

- C. List the organisations included in this joint application. Attach an outline of the memorandum of understanding/ agreement you would develop between all parties. It is expected this document will clearly outline how the organisations will work together on a day to day basis regarding the Early Years Service Hub.*
- D. Provide an outline of your proposed governance and management structure showing clearly the lines of accountability, reporting and monitoring.*

3. SKILLS AND EXPERIENCE

Tell us about the skills and experience your organisation has in coordinating or delivering social, health or education services to vulnerable families with children aged pre-birth to six years. Include information on how you ensure your services are accessible and acceptable to these families.

This initiative requires a suitably qualified person to undertake the role of Early Years Service Hub Coordinator. Tell us about your organisation's ability to engage and retain an appropriately experienced worker, and how you will provide support and opportunities to further develop their knowledge and skills to fill this role.

4. ENGAGEMENT WITH VULNERABLE FAMILIES

Describe the key challenges and issues for vulnerable families with young children in your community. Tell us how your organisation will identify and engage with this target group.

5. HOW YOU WORK WITH YOUR COMMUNITY

Tell us who you work within your community to meet the needs of vulnerable families with young children including other community organisations, networks, similar service providers and cultural groups. Include details of the networks your organisation currently participates in and your organisation's role in these networks.

Describe the relationships your organisation has with local priority early years services (as outlined in the Key Information - Section One of the Application Form). Identify relationships your organisation would need to establish to deliver this initiative, and how it would develop these networks.

Please attach evidence of support from other early years services within your community for your application

6. BUDGET

Please provide an annual budget showing a breakdown of estimated expenses to deliver the Early Years Service Hub using the Funding Information in Section One as your guide. All costs are to be GST exclusive.

The template below may be used to complete your budget. Please add lines as necessary.

Item (name of expense item)	Basis of Calculation (summarise how the amount was calculated, e.g. 0.5 FTE x \$xxxpa)	Amount (excluding GST)
One-off costs		
Subtotal		
Direct costs of coordinating the Service Hub		
Subtotal		
Indirect costs associated with coordinating the Service Hub		
Attendance at annual Co-ordinator hui		\$1,500
Subtotal		
TOTAL (excluding GST)		

7. OTHER FUNDER CONTACT DETAILS

As part of the assessment process the Ministry will undertake due diligence. This may include contacting other funders, including government agencies, who have provided you with funding. Please provide the name and contact details for your two larger contracts.

FUNDER ONE

Name of Contract Manager

Position

Organisation

Email address

FUNDER TWO

Name of Contract Manager

Position

Organisation

Email address

APPLICATION FORM CHECKLIST

HAVE YOU?

Completed all questions on the application form?

Included an audited financial statement for the past year or similar?

Included all supporting documentation, including letters of support?

Included evidence of support from early years services within your community for your application?

Send your printed application form and/or any outstanding documentation to:

Postal address	Courier address	Email address
Programme Advisor Funding and Contracting Team Early Years Service Hubs Family and Community Services PO Box 1556 Wellington, 6140	Programme Advisor Funding and Contracting Team Early Years Service Hubs Family and Community Services Ground Floor, Bowen State Building Bowen Street Wellington, 6140	FACS_applications@msd.govt.nz