



Australian Government
Department of Education

**2019/20 Drought Relief Fund for
non-government schools
Special Circumstances Funding
Application Form**



Drought relief special circumstances funding – application form

Before completing this application form, applicants should read the accompanying instructions on how to complete an application for funding under the Special Circumstances Funding program.

Completed applications can be emailed to Schools-DroughtRelief@education.gov.au or addressed to:

Special Circumstances Funding Program Manager
School Assurance Branch (Loc C50MA9)
Department of Education
GPO Box 9880
CANBERRA ACT 2601

Enquiries about the program should be directed to the Special Circumstances Funding Program Manager on 1800 677 027 (option 6) or by emailing Schools-DroughtRelief@education.gov.au.

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2019/20 DROUGHT RELIEF - SPECIAL CIRCUMSTANCES FUNDING APPLICATION FORM

A: Applicant details

Name and AGEID of approved authority

Name and AGEID of school(s) for which this application is made

Relevant non-government representative body (Association of Independent Schools or Catholic Education Commission)

PLEASE NOTE: Approved authorities for more than one non-government school are not required to submit a separate application for each of their affected schools—a single application will suffice. However, the application must provide clear information, **for each affected school**, regarding the financial impact on the school's finances, support services provided by the school, the school's financial position etc.

Contact person for special circumstances funding application

Name

Position

Contact phone number

Contact email address

Authorisation of contact person for approved authority

Special circumstances funding applications can only be discussed with an authorised representative of the approved authority. If the proposed contact is not an approved authority representative, permission will need to be provided for the department to discuss applications with them.

I authorise the Department of Education to communicate directly with the contact person named above in relation to this special circumstances funding application.

Signature of approved authority representative

Name of approved authority representative

Position

Date

B: Statements in support of request for special circumstances funding

- i. Indicate the total amount of special circumstances funding being requested, and describe what the funding will be used for if approved**

Amount of special circumstances funding requested

\$

The estimate must be soundly calculated, e.g. itemise all major components and reflect as closely as possible the anticipated sum required. You must explain the basis of the estimation and justify the amount sought.

For approved authorities seeking funding for more than one school: please indicate how the requested funding will be apportioned among your schools.

Please limit your response to 1500 words, and attach any supporting documentation to this application.

ii. Describe the drought's effect on the school (or schools) and surrounding community during the 2019/20 financial year

Please include answers to the following questions:

- How many students at the school(s) have been directly affected by the drought? What percentage of the total student body do these students represent?
- How were these students affected? Please include relevant details of financial or other effects that students and their families have experienced.
- If the school itself is in a drought affected area are there direct impacts on school operations, including premises and educational services?
- If the school itself is in a drought-affected area are there direct impacts on school operations including premises and educational services? Please try to explain the drought's overall economic effects on your local community, including secondary effects (e.g. a loss of revenue for small and local businesses based on a decline in farming revenue).

For approved authorities seeking funding for more than one school, please provide information on the drought's effect on each of the schools for which funding is requested.

Please limit your response to 1500 words, and attach any supporting documentation to this application. This should ideally include a letter of endorsement for your application from your relevant non-government representative body (NGRB).

iii. Describe what actions the approved authority has taken or will take to address the drought's impact on the school(s) during the 2019/20 financial year

Please include answers to the following questions:

- Has the approved authority offered fee relief (including boarding fee relief) to drought-affected students at the school(s), or does it intend to?
 - If so, how many students will receive fee relief and for what period of time?
 - If your school is outside the drought-affected areas listed in the instructions and you have provided fee relief for students that live within them, please provide these students' home addresses.
- Has the approved authority offered other support services to drought-affected students or staff at this school (e.g. counselling, special transport arrangements, etc.), or does it intend to?
- If you are an approved authority for more than one school, what measures have you taken to support the drought-affected schools under your authority?

Please limit your response to 1500 words, and attach any supporting documentation to this application.

iv. Describe how the drought has financially affected the approved authority during the 2019/20 financial year

Detail how the drought's impact on your school(s) has led to financial difficulty for your approved authority.

Please include answers to the following questions (where relevant):

- How much has your approved authority expended on drought-related fee relief for the school(s) to date?
- How much does your approved authority intend to expend on drought-related fee relief for the school(s)?
- Have other forms of assistance been received to meet the costs of fee relief (e.g. state government funding support, support from the relevant peak body etc.) or do you intend to seek them?
- How much has the approved authority expended on other support services (e.g. counselling, special transport arrangements, etc.) for the school(s) to date?
- How much does the approved authority intend to expend on other support services for the school(s)?
- If the approved authority has offered counselling to students, teachers or parents at the school(s), has it already used the resources available to it under the Australian Government's National School Chaplaincy Program? If so, what percentage of those resources have been expended to date?
- Have other forms of assistance been received to meet the costs of support services at the school(s) (e.g. state government funding support, support from the relevant peak body etc.) or do you intend to seek them?
- What effect will these expenses have on the approved authority's overall financial viability in 2020?
- If you are an approved authority for more than one school, have you re-directed additional approved authority funds to the school(s) as a result of the drought, or do you intend to do so?
- If so, what amount of funds have you re-directed to the school(s)?

Please limit your response to 1500 words, and attach any supporting documentation to this application.

C: Approved authority and school financial information

The purpose of this section is to obtain information to assess the approved authority’s financial situation and whether the approved authority meets the eligibility criteria and should be prioritised for special circumstances funding.

Please note that missing, incomplete, inaccurate or illegible details may delay assessment of your application for special circumstances funding. Please ensure you complete each question carefully.

i. Financial statements for the approved authority and school(s) for the 2019 calendar year

Statements should comprise:

- balance sheet (or Statement of Financial Position) incl. projected profit/loss for the 2019 calendar year
- income and expenditure statement (or Statement of Financial Performance) for the 2019 calendar year.

These statements are different from the department’s annual financial questionnaire, and are not required to be audited.

Applications relating to immediate financial hardship should also consider including attaching a monthly comparative statement of cash flow for the 2019 calendar year to demonstrate impact.

Where the approved authority only operates the school that is the subject of the application, projected financial statements for the approved authority will suffice.

ii. Overdue acquittals

Does the approved authority have any overdue acquittals for funding received from the department or another Australian Government agency? (Place an x in the relevant box)

No – Go to Question 2

Yes – Please list all overdue acquittals in the table below:

Acquittals table

| Name of the Australian Government agency that provided the funding | Name of program or scheme under which funding was provided | Funding received to date | Unacquitted funds | Date overdue acquittal was due |
|--|--|--------------------------|-------------------|--------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Place an x in this box if you have attached details on a separate page.

iii. School fee collection rates

Complete the table below with information relating to the 2019 school year, including the reasons for any differences between total possible fees and actual fees collected (e.g. unpaid fees, number of students on reduced fees, family discounts etc.). Please make sure to distinguish between different fee types.

For approved authorities seeking funding for more than one school: please replicate this section and complete a separate table for each of the schools for which funding is sought.

School name:

| | |
|---|--|
| Fee schedule for schooling year (per term or p.a.) | |
| Total amount of drought fee relief granted | |
| Total amount of fee relief granted | |
| Reasons for discounts | |

Additional comments on the reasons for the difference between potential fees collected and actual fees collected at the school(s).

(Please limit your response to 500 words per school)

iv. Loan balances

Please provide current loan balances for the school(s) and approved authority. Where a loan is from a related party, please indicate this, and the total value of the loan.

| Lender | Amount | Related Party (Y/N) |
|--------|--------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Total Loan Amount:

v. Further information

If you have additional relevant financial information available for the school(s) or approved authority (such as budgetary forecasts for future years, or data on current enrolment trends) please include a copy with your application. This information is not mandatory, but will help the department build a better picture of your current and projected financial situation.

Does the approved authority agree to assist the department with any additional requests for financial and other relevant information, and authorise the department to contact its accountant for clarification of any queries regarding its financial statements? (Place an x in the appropriate box)

Yes

No

D: Privacy Notice and Declaration

Each application must be accompanied by the declaration below. The declaration must be signed by an authorised representative of the approved authority in the presence of another person.

i. Privacy Notice

The Department of Education complies with the Australian Privacy Principles ('APPs') contained in the *Privacy Act 1988* (the Privacy Act) when handling any personal information. For information on the department's privacy policy, including information on how personal information is handled, how you can access or correct personal information, or how to make a privacy complaint, go to <https://www.education.gov.au/privacy-policy>.

Use and disclosure of personal information

Personal information collected by the department in this application form is used for the purpose of assessing the suitability of an approved authority for special circumstances funding or other funding under the *Australian Education Act 2013* and the *Australian Education Regulation 2013*. The department may also use this information to obtain further information about the approved authority and/or any individuals named in the application form from the department's own records and databases.

For the purposes of assessing special circumstances funding and other funding under the *Australian Education Act 2013* and the *Australian Education Regulation 2013*, personal information may be disclosed to the following bodies:

- Other Australian Government agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission;
- Non-government representative bodies;
- State or territory agencies such as the school registration authorities;
- Law enforcement agencies;
- Credit reference and assessment organisations; and
- Courts or Tribunals.

The department may also use and disclose personal information collected in this application in accordance with the *Australian Education Act 2013* (see section 125) and the *Australian Education Regulation 2013* (see section 65).

ii. Signed Declaration

I, [full name] of [full address] am currently a [position] of [name of approved authority] and I am authorised to make this declaration on its behalf.

I confirm that:

- I have read the special circumstances funding 2019 Drought Relief Fund for non-government schools instructions that covers applications for special circumstances funding under the *Australian Education Act 2013* (the Act) prior to completing this application form;
- funding has been sought and will be spent, or committed to be spent, only for eligible students and for the purposes of education as detailed under the Act and the Australian Education Regulation 2013;
- the information provided in this application form and all appended documents is complete and correct;
- the approved authority understands that this application for special circumstances funding is not an offer on the part of the Commonwealth nor does it create any obligation on the part of the Commonwealth to make any payments of special circumstances funding;
- the approved authority acknowledges and agrees that the Department of Education is authorised by the approved authority (but not obliged) to act in relation to the contents of the application including its attachments, any declarations and associated material;
- the approved authority will regard all communication with the Department of Education as confidential and not disclose its contents without the Department of Education’s prior written consent; and
- to the best of my knowledge, the privacy notice appearing in Item D of this application form has been drawn to the attention of all those individuals whose personal information has been provided in this application form.

Signature

iii. Acknowledgement

The declaration must be signed by an authorised representative of the approved authority in the presence of a witness:

I acknowledge that under the *Criminal Code Act 1995*, giving false or misleading information is a serious offence.

Signature of person making the declaration

Declared at:

On:

in the presence of

Signature of person before whom the declaration is a made

Witness full name

Occupation

Address

On:

E: Application checklist

Please complete and sign this checklist to verify that all of the required information and supporting documents have been included with your application.

i. Sections of the application to be completed

- A Applicant details
- B Statements in support of request for special circumstances funding
- C School and approved authority financial information
- D Privacy Notice and Signed Declaration

ii. Documents to be attached to the application

- A Documentary evidence supporting drought relief efforts and financial hardship claims (including letter of endorsement from non-government representative body, where obtained).
- B 2019 financial statements

I verify that all required information and supporting documents have been included in this application.

Signature of approved authority representative

Date:

Name:

Position: