



**Australian Government**  
**Defence**

# **Community Support Coordination Program Application Form**



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**Contact DMFS for further information:**

1800 624 608

[www.defence.gov.au/adf-members-families](http://www.defence.gov.au/adf-members-families)  
[defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au)

**DMFS Branch Headquarters**

PO Box 7921  
Canberra BC ACT 2610

Follow DMFS on social media to receive information about support services for Defence families, links with community organisations, DMFS information sessions and social events.

@DefenceMemberFamilySupport  
@DMFS\_AusDefence  
@DMFS\_AusDefence

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<sup>1</sup> <https://www.legislation.gov.au/Series/C1968A00063>  
<sup>2</sup> <https://www.legislation.gov.au/Details/C2021C00127>  
<sup>3</sup> <https://www.legislation.gov.au/Series/C2004A03712>  
<sup>4</sup> <http://drnet/AssociateSecretary/security/policy/Pages/dspf.aspx>



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## Section 1 – Defence Community Group Details

The Community Support Coordination Program provides funding assistance for a part-time 12 month fixed term employment contract. The salary is based on the Social, Community, Home Care and Disability Services Industry Award 2010 3.2 and includes 11% Superannuation.

As the employer of the Community Support Coordinator, you are responsible for the recruitment and appointment of the coordinator as well as the administration and governance to support the role.

Applicants **must** read the [CSCP Guidelines](#) and complete the mandatory induction programme available from the [Defence Community Group Hub](#) before submitting the application form. Please contact the team for your unique community group hub log in details.

If you have any questions regarding the CSCP process, contact the team at [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au)

### Organisation details

<b>Defence Community Group [DCG] (name)</b>		
<b>Preferred Contact (name and committee position)</b>		
<b>Preferred Contact Number</b>		
<b>Preferred Email</b>		
<b>Physical Address</b>		
<b>Are you located on base, other Defence establishment or within local community?</b>		
<b>Are you a recognised Defence Community Group with a proven commitment to serving military families and Defence needs? (DMFS defines DCGs as an incorporated not-for-profit organisation that solely exists to strengthen the Defence community and provide support to Defence families).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Committee Structure

Please provide the details of your committee members and what term of office year is applicable.

Committee Position	Name	Term of Office
<b>President</b>		
<b>Vice-President</b>		
<b>Secretary</b>		
<b>Public Officer</b>		
<b>Treasurer</b>		
<b>Other</b> (please list all additional members and specify e.g. general member)		

## Section 2 – Application Details

<b>General</b>	
Please detail which financial year you are applying for CSCP funding?	
Has your DCG been in receipt of CSCP funding before? If so please detail which financial year/s.	
<b>Criteria 1 - Demonstrate the need for a Coordinator role.</b>	
What are the specific needs of your community and group that require a Coordinator Position? <i>(This may include the capacity of volunteers and the committee and /or need of local community)</i>	
Provide examples of situations where having a coordinator would significantly improve the impact or efficiency of your group.	
How many hours per week do you require a paid coordinator: 10, 15, 20, 25 or Other [please specify including any proposed weekend days/schedules]? <i>Please note funding is only available up to a maximum of 25hrs per week</i>	



**Criteria 2 - Provide a clear plan for how the Coordinator will support the group's mission.**

Detail the key responsibilities and tasks the coordinator will undertake to support the group's mission.

Empty response area for detailing the coordinator's responsibilities and tasks.

How will the coordinator collaborate with the committee and community stakeholders to ensure a cohesive and coordinated approach to community support?

Empty response area for describing collaboration with committee and stakeholders.

How do you anticipate the proposed funding to positively impact your local Defence community?

Empty response area for anticipating the impact of proposed funding.





**Criteria 3 - Demonstrate the capacity and capability of the committee to manage a paid employee.**

Provide information about the committee's prior experiences in overseeing paid positions or managing personnel. If no experience please provide a plan on how the committee will oversee, supervise and manage a paid coordinator.

How will the committee ensure a supportive and inclusive work environment for the coordinator?

Detail the committee's strategy for handling potential challenges or conflicts that may arise in the management of a paid employee.

Does your DCG committee have the capacity and capability to provide ongoing support to the paid coordinator and agree to be contactable at all times? *If yes, please detail how you will manage ongoing support to the coordinator.*



### Section 3 – Funding Criteria

The Department of Defence will only enter into a funding agreement with an organisation that is a legal entity. The organisation must meet the below criteria to qualify for community support coordinator funding. Please select all criteria that apply to your DCG:

- Be an incorporated not-for-profit organisation
- Developed HR policies and procedures that guide and support to manage a community support coordinator and our operations.
- Understand the committee's legal & regulatory obligations in regards to managing a community support coordinator
- Have a risk management plan relating to the selection of staff and volunteers to ensure that only fit and proper persons hold positions of responsibility within the organisation
- Have a full understanding of the financial responsibilities to effectively manage, pay and record the wages and entitlements for the community support coordinator

### Section 4 – DCG Agreement

By applying and signing this application form, and if your DCG is successful in gaining CSCP funding you agree to:

- Foster an inclusive and engaging environment for all community members
- Ensure that all planned events are open and available to all financial members of the DCG through just and fair means
- Recruitment of the paid coordinator will be through an open and competitive process
- Promote, support and collaborate with local Defence and DMFS programs and services
- Adhere with all state regulatory requirements such as fair work employment conditions, Governance reporting requirements, work place health and safety, appropriate record keeping processes etc.
- Maintain all financial records associated with CSCP funding which will be made available when requested by the Program.

### Section 5 – Declaration

By applying for CSCP funding we declare that:

- The information given on this form is true and accurate;
- We have read and acknowledge the CSCP Guidelines;
- We have complete the mandatory induction programme available from the Defence Community Group Hub
- We acknowledge that DMFS can withdraw funds at any time.



### Section 6 – Other

Is there anything else you would like to share about your organisation that has not been covered above and may assist your application?

Do you have any conflicts of interest to declare?

### Section 7 – Signatory

Name	Position	Signature
<i>(witness)</i>		