

# Information guide



## Information guide

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<b>About Youngcare</b> .....	3
<b>About the Youngcare At Home Care Grants</b> .....	3
<b>Timeframes</b> .....	3
<b>Who can apply?</b> .....	3
Eligible organisations .....	3
Eligible individuals .....	3
<b>Submission process</b> .....	3
<b>What can the grants be used for?</b> .....	4
Eligible items .....	4
<b>How will the recipients of the grants be determined?</b> .....	4
Selection criteria .....	4
<b>Funding arrangements</b> .....	5
<b>Documentation</b> .....	5
<b>How to lodge an application</b> .....	6
<b>Frequently asked questions</b> .....	7

### About Youngcare

Youngcare is a not-for-profit organisation spearheading powerful and positive change for young people with high care needs who are living in, or facing the threat of living in, inappropriate housing. There are simply too many young Australians being left behind and Youngcare believes all young people deserve the power and ability to choose where and how they live their lives, regardless of their care needs.

With the courage and strength of the people we help firmly steering us, we are rallying change-makers across the country – industry leaders, government and community - to shape a national solution, and delivering greater choice through:

- **Youngcare Housing** projects that provide relevant, dignified and age-appropriate care and housing for young people whose only other option would be inappropriate accommodation.
- **Youngcare At Home Care Grants** micro-grants to help young people at high risk of entering inappropriate accommodation.
- **Youngcare Connect** a dedicated information and support phone service, helping young people, their families and carers navigate the disability system.
- **Youngcare Research** looking at what young people with disability need most to develop a viable and replicable model of care and housing.

### About the Youngcare At Home Care Grants program

The program provides one-off grants between \$2,000 and \$10,000 for the provision of essential support items such as hoists, high-low beds, wheelchairs, emergency respite care and modifications to make homes disability friendly.

By providing funding for equipment, home modifications, and emergency respite care, the Youngcare At Home Care Grants (AHCG) aim to enhance the standard of living for young people with high care needs and their carers, and prevent further admissions of young people into inappropriate housing.

The Youngcare AHCG was introduced in 2009 and assists young people (aged 18-65) with high care needs who are living at home and who are at risk of entering inappropriate housing.

### Timeframes

- › Please refer to our website for dates relevant to your state

### Who can apply?

Both eligible organisations and individuals can apply for a grant.

#### Eligible organisations

1. Non-government organisations that currently provide care and support to young people living with a disability.
2. Must be able to provide evidence of current Public Liability insurance for no less than \$5 million.
3. Must be able to provide current financial records or a current annual report.
4. Ideally have an existing relationship with the beneficiary of the grant so that the 'item' purchased through this grant complements what is already being provided by the organisation.

#### Eligible individuals

1. Aged 18-65.
2. At high risk of placement into residential aged care.
3. Living with a recognised physical disability (e.g. Multiple Sclerosis, cerebral palsy, ABI, quadriplegia).
4. Living at home or in supported housing (not aged care).

### Ineligible applications

1. Individuals under 18 years or over 65.
2. Individuals requiring palliative care.
3. Individuals living with a condition not recognised as a disability.
4. Individuals living in permanent residential aged care.
5. Any organisation with outstanding acquittals (acquittals not received within 12 months).

### Submission process

- › All submissions that meet the criteria outlined will be considered by Youngcare.
- › Application forms submitted with support from eligible organisations should be jointly submitted by the eligible organisations and individual grant recipients, while individual applications need only be submitted by the individual grant recipient and/or their next of kin/advocate. Each application form must outline the proposed use of funding.
- › Submissions involving eligible organisations must be co-signed (if not submitted online) by the management of the eligible organisation and the recipient (or legal guardian).
- › Submissions will be considered using the criteria outlined below.

### What can the grants be used for?

Funding is allocated for amounts between \$2,000 and \$10,000.

#### Eligible items include:

- › Equipment (including wheelchairs and other mobility aids)
- › Home modifications to enable access and mobility (e.g. ramps)
- › Respite and support services (ongoing or block)
- › Other items that will extend the recipient's ability to remain at home

For further information please refer to the FAQs on page 7

\*All items (i.e. equipment or modifications) require a specific assessment to be provided (e.g. by an occupational or speech therapist.)

#### Non eligible items include:

- Holidays
- Non-adjustable beds
- Vehicles
- Reimbursement for items already purchased (i.e. retrospective funding)

### How will the recipients be determined?

A panel comprising Youngcare staff, sector and donor representatives determine how the grants will be awarded. The following criteria will be considered when choosing who will receive a grant. The panel's decision will be final.

### Selection criteria

1. The extent to which the purchase of the 'item' will assist the recipient to remain in their home (benefit to recipient, family, daily living).
2. The extent to which this purchase would be complementary to current service provision and support the recipient is receiving.
3. Focus will be given to people who are at risk of entry into a residential aged care facility.

4. The recipient is aged between 18 and 65.
5. The extent to which the grant will enhance the recipient's quality of life.
6. The extent to which it will improve the recipient's community access.
7. The long term impact of the grant in the recipient's life.
8. The extent of the recipient's care needs.

### Funding arrangements

- › Equipment that is purchased becomes the property of the individual client, therefore the ongoing maintenance and replacement is the responsibility of the client.

#### *Examples of successful application items include:*

- |   |                                |
|---|--------------------------------|
| › Respite care                          | › Electrical adjustable bed    |
| › In-home support                       | › Wheelchair modification      |
| › Wheelchair ramp                       | › Walking frame                |
| › Air conditioning                      | › Shower modifications         |
| › Power wheelchair and pressure cushion | › Water powered hydraulic lift |

### Applications by eligible organisations

- › Successful organisations will have 12 months from the receipt of the funding to use and acquit the grant funding.
- › Submissions must be co-signed (if not submitted online) by the service provider and the recipient (or legal guardian).
- › All of the funding received by successful organisations must be distributed, on behalf of Youngcare, for the direct benefit of the client.
- › Home modifications need to be organised and managed by the supporting organisation. An agreement needs to be established regarding the maintenance and care of the modifications. In most instances, this is the responsibility of the client/family. However, faulty or poor workmanship will need to be addressed by the supporting organisation.
- › Hours purchased for respite and support workers under this grant will be managed by the supporting organisation.

### Applications by individuals

- › Grants awarded to individuals without the support of an organisation will be paid directly to a supplier or service provider.
- › The individual is responsible for obtaining a valid GST invoice addressed to Youngcare Ltd for the amount of the grant (plus GST) from the supplier or service provider whose quote was used as part of a successful funding application.
- › Home modifications need to be organised and managed by the individual (or legal guardian). An agreement needs to be established regarding the maintenance and care of the modifications. This is the responsibility of the individual (or legal guardian), and faulty or poor workmanship will need to be addressed by the individual (or legal guardian).
- › Hours purchased for respite and support workers under this grant will be managed by the individual (or legal guardian).

### Insurance

- › Eligible organisations must maintain Public Liability insurance for no less than \$5 million per event and provide evidence of that insurance to Youngcare.
- › Individuals making applications without the support of an eligible organisation must ensure that any contractors or installers engaged in connection with the use of their grant funds have public liability insurance and, if required by law, insurance specific to the works being undertaken.

### Complaints process

- › Clients who benefit from the Youngcare At Home Care Grants and who received that grant with the support of an organisation must access the complaints processes of the organisation that was funded to administer the grant. In any circumstance whereby the client did not receive the benefit of the grant, Youngcare's complaints process will be used.
- › Youngcare reserves the right to contact the client to ensure they have received the benefit of the grant.

### Documentation

All submissions must be made by completing the Application Form. You can obtain a copy of this and seek further information to assist you in developing your funding submission by contacting Youngcare Connect on 1800 844 727 or by visiting [www.youngcare.com.au/ahcg](http://www.youngcare.com.au/ahcg)

### How to lodge an application

To be considered for a Youngcare At Home Care Grant, **applications must be completed and received by 4:00pm on the close date. Late submissions will not be accepted.** You will receive confirmation of receipt of your submission within two business days.

Submissions can be lodged by completing the form online at [youngcare.smartygrants.com.au/](https://youngcare.smartygrants.com.au/)

**For more information or submission options,** please contact Youngcare Connect on 1800 844 727 or at [ahcg@youngcare.com.au](mailto:ahcg@youngcare.com.au)

### Frequently Asked Questions

#### 1. Can I apply for more than one item/service?

Yes, you can apply for as many items as you require, providing the total amount you are requesting is not less than \$2,000 and not more than \$10,000.

#### 2. The total cost of my item/service I am applying for is greater than \$10,000. Am I still able to apply for a contribution of the grant towards my 'item'?

Yes, you are able to apply for a grant, however you need to provide evidence (i.e. fundraising activities, personal funds, other grant funding) of how the remaining costs will be funded and that they can be completely funded within 12 months of the agreement by 29 April 2018.

#### 3. Am I able to apply with only one quote for the item/service?

Youngcare requests two quotes, however, if you are unable to source a second quote, please provide evidence and an explanation why you are unable to submit two quotes (i.e. live remotely or can only source one supplier for the equipment).

#### 4. I am not in contact with a non-government service provider. Am I able to apply as an individual for the grant?

While it is recommended that grant applicants apply through a non-government organisation, it is not required. If you need advice or assistance in sourcing an eligible organisation, please contact Youngcare Connect on 1800 844 727.

#### 5. I am a case worker from Disability Services, am I able to apply for the grant on behalf of a client?

Unfortunately, Youngcare is unable to acquit funds through a government department, be it local, state, or federal. However, some not-for-profit organisations which are government agencies may be eligible, and we encourage you to facilitate the application between the applicant and an eligible organisation. Please note that only not-for-profit incorporated organisations are eligible to apply on behalf of an individual.

#### 6. Is the organisation responsible for the safe construction of home modifications?

An organisation applying on behalf of an individual is responsible for ensuring any construction or modifications are completed by a reputable company and, if applicable, meet all local government regulations for certification and approval, and that any company undertaking such works has public liability insurance and any other insurance reasonably necessary to undertake the works required. Where individuals are applying for grants without the assistance of an organisation, this responsibility to ensure each of the above is satisfied rests with the individual. Any reputable construction company should be able to provide a Certificate of Insurance.

#### 7. Why do applicant organisations need to provide financial reports and/or a current annual report?

Where the grant has been made to an organisation, the grant funding will be acquitted through the applicant organisation and Youngcare must therefore ensure that the organisation has the capacity to acknowledge and fulfil the service agreement within 12 months.

#### 8. Are there any non-government organisations that are not eligible to apply?

An organisation will be deemed ineligible if they fail to acquit the grant within 12 months. To date, no organisations who have previously received funds from Youngcare have outstanding acquittals greater than 12 months.

#### 9. When will we be notified and how?

Dates differ for each state. Applicants will be sent a letter notifying them of the outcome. If successful, you will also be sent a service agreement and an acquittal report.

#### 10. I applied for a grant last round, am I able to apply again?

Yes, whether you were successful or not last round, you may apply once again, however, you will have to submit a new application.

#### 11. What supporting evidence do I need to provide?

The more documentation you include in your application the better. At minimum, Youngcare requires an assessment (by a health professional), two quotes, and a respite plan (if applicable).

#### 12. Who will my information be shared with?

Youngcare only shares or obtains information regarding the applicant with those people stated on the application form.

#### 13. Who decides on the successful applicants?

A panel comprising Youngcare staff, sector and donor representatives determine how the grants will be awarded. No applicants are identified in the panel review. Funding is allocated to the applicants who show the greatest risk of admission into residential aged care.

#### 14. How will the funding be allocated?

Due to the high number of applicants, funding is allocated to applicants the panel deems as showing the greatest risk of admission into residential aged care.

#### 15. Is there any further reporting required?

Successful individuals and organisations will be required to complete brief evaluations after 12 months.