

Attachment to EDOC2015/14589

## Northern Territory National School Chaplaincy Programme

### Application form for funding 2016 - 2018

Before starting your application you should have read the Northern Territory General Information for the National School Chaplaincy Programme (NSCP) 2015 - 2018.

Please be aware that submitting an application does not guarantee that you will receive NSCP funding. Please ensure that you provide all the information required to support your application. You will be advised of the outcome in writing.

#### Part A: School, principal and governing body details

<b>Part A1: School details</b>			
School name:			
ABN:			
<b>Street address:</b>			
Street number:		Street name:	
Suburb/ Town:		State:	Post code:
<b>Postal address:</b>			
Post Office Box:			
Suburb/ Town:		State:	Post code:
Phone:		Facsimile:	
Email:			

<b>A2: School principal details</b>			
Title:	Given names:		Surname:
Phone:	Mobile:	Email:	
Preferred contact method:			

<b>A3: Parent body or school governing body contact details</b>			
Title:	Given names:		Surname:
Position:			

Phone:	Mobile:	Email:
Preferred contact method:		

**Part B: Chaplain and chaplaincy service provider/employer details**

**Note: The chaplain must meet the requirements and qualifications listed in the NT General Information booklet.**

<b>B1: Has the school identified a chaplain to provide this service on the school's behalf?</b>			
Yes	No		
<b>If yes, provide the chaplain's name:</b>			
Title:	Given names:	Surname:	
<b>Chaplain's street address:</b>			
Street number:	Street name:		
Suburb/ Town:	State:	Post code:	
<b>Postal address:</b>			
Post Office Box:			
Suburb/ Town:	State:	Post code:	
Phone:	Mobile:	Email:	
Preferred contact method:			
<b>Working with Children Ochre Card details:</b>			
Number:	Valid to date:		
<b>Name of employer:</b> (service provider and not the school council):			
<b>Employer contact details:</b>			
<b>Address:</b>			
Street number or Post Office Box:			
Street name:			
Suburb/ Town:	State:	Post code:	

<b>B2: Please provide examples of how your proposed chaplain meets the following criteria (include evidence of qualifications and letters of support from your school governing body and the recognised religious institution):</b>
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**B2.1: Is recognised by the school community and the appropriate governing authority for the school as having the skills and experience to deliver school chaplaincy to the school community.**

**B2.2: Is recognised through formal ordination, commissioning, recognised religious qualifications or endorsement by a recognised or accepted religious institution.**

**B2.3: Meets the NSCP's minimum qualification requirements (tick the relevant qualification):**

- a Certificate IV in Youth Work
- a Certificate IV in Pastoral Care
- an equivalent qualification – (provide details)

Note: the Certificate or equivalent qualification must include competencies in “mental health” and “making appropriate referrals”. The Cross Sector Panel will consider if the equivalent qualification is relevant.

**Part C: Proposed service details**

Funding of up to \$20,000 (GST exclusive) is available for a minimum 400 annual hours of chaplaincy service.

Remote schools may be eligible for up to an additional 20% loading (refer to the definitions in the NT General Information booklet).

**C1: Specify the proposed minimum annual hours for the chaplaincy service.**

.....hours

Is your school identified as remote? Yes      No

**C2: Provide details of the pastoral care services and school community emotional wellbeing support strategies that your chaplain will provide.**

**Part D: Consultation and school community support**

**D1: Please provide details of how the school determined support for the introduction of the NSCP.**

List the type of consultation that has occurred with the school community, including with the parent governing body, and attach minutes of meetings and / or statements confirming the outcomes of the consultation.

**Provide details about how the school plans to demonstrate the ongoing support of the school community.** Include details of how the school will implement and review community support throughout the life of the program.

**Part E: Minimum requirements**

**E1: Will the school commit to ensure that the school chaplain meets the minimum qualifications and requirements as per the NT NSCP General Information?**

Yes.....No.....

**E2: Will the school commit to support the school chaplain to oversee the pastoral care of the students through provision of general spiritual and personal advice?**

Yes.....No.....

**E3: Will the school have quality management strategies, as specified in the NT General Information, including complaints handling practices and processes to ensure chaplains adhere to the NSCP Code of Conduct at all times?**

Yes.....No.....

**Part F: Demonstrated need for school chaplaincy services**

**F1: Demographics**

Number of FTE enrolments:

Number of Indigenous FTE enrolments:

Education levels taught at the school:

**F2: Are student wellbeing services currently available at your school?**

Yes.....No.....

**F2.1: If yes, please list the number of people at the school working in the following fields:**

Chaplain:

Counsellor:

Career Counsellor:

Psychiatrist:

Psychologist:

Social worker:

Youth worker:

Other (please specify):

**F3: Provide details, and attach evidence, outlining the need for the chaplaincy program in your school and community, including details about the special needs of your students.**

**Part G: Declaration**

I declare that:

- I have read, understood and am prepared to comply with the requirements listed in the NT Chaplaincy in Schools General Information booklet on behalf of our school. In particular that:
  - participation by my school and students is voluntary;
  - chaplains may be from any faith
  - chaplains engaged to deliver a service must:
    - not proselytise
    - respect, accept and be sensitive to other people’s views, values and beliefs
    - comply with State and Territory laws and policies in relation to child protection matters
    - meet the NSCP’s minimum qualifications
    - be recognised by the school community and the appropriate governing authority for the school as having the skills and experience to deliver school chaplaincy to the school community
    - be recognised through formal ordination, commissioning, recognised religious qualifications or endorsement by a recognised or accepted religious institution
    - have a current NT Working with Children Clearance.
  
- I will comply with all relevant Commonwealth and Northern Territory laws and policies (for NT Government Schools, the Chaplaincy Policy and Guidelines, which requires the preparation of a risk management document);

I have consulted with the school community and there is school community support this programme;

- all evidence of school community consultation will be kept in a centralised file at the school according to the school’s records retention schedule requirements;
  
- I agree to enter into a Deed of Agreement with the Chaplaincy provider that I engage;
  
- The information contained in this application, including any attachments, is true and correct;

.....  
SCHOOL PRINCIPAL NAME (Please print)

.....  
SCHOOL PRINCIPAL SIGNATURE

DATE .....

**Privacy statement**

Personal information collected on this form will be used by the Cross Sector Panel (the Panel) for the purpose of administering the National School Chaplaincy Programme. The Panel may use this personal information for research and evaluation of the programme. The Panel may also use personal contact details collected on this form in future correspondence with the applicant's school.

The Panel will disclose this personal information as part of the program assessment process where it will be used to assess your application and make recommendations to the Minister for Education.

The department and / or the Minister for Education may disclose to media organisations and post on the Minister's or department websites, details of any successful applications. This may include the publication of the name of the principal and/or representative of the successful school.

The Panel and the department will not otherwise use or disclose personal information collected on this form unless authorised or required by law.