

Expression of Interest

Youth Funding Opportunities

Record of versions

Version	Date Published	Reason for Amendments	Resolution	Author or Document Owner

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1 Background

Snowy Monaro Regional Council (SMRC) is seeking Expressions of Interest from suitably qualified parties with the capacity and capability to deliver youth-focussed programs across our region.

A total funding pool of \$50,000 is available to successful applicants as a one-off opportunity. Applications can be for a portion of this funding or the entire amount.

2 Project Objective

The project objective is to provide a tailored program of youth services across the region.

Whilst all EOIs will be considered, SMRC is keen to hear from organisations that can provide integrated programs that span our region.

Consideration will be given to all submissions, whether for new or existing programs.

3 Contract Areas & Submission Options

We anticipate that submissions will encompass programs spanning across the region, but we are also interested in alternatives that could address local issues.

4 EOI Process

EOI opens: 9am AEDT 3 April 2025

EOI closes: 5pm AEST 23 April 2025

Registration:

Interested parties should email council@snowymonaro.nsw.gov.au with their submissions clearly titled as 'EOI Youth Funding.'

5 Submission Requirements

SMRC invites parties to submit a response to this EOI. Responses should address the following criteria:

- **Program Name** – Clearly identify the proposed program.
- **Program Objectives** – Outline the goals and intended outcomes of the program.
- **Program Roadmap for Delivery** – Provide a structured plan detailing how the program will be implemented, including key milestones and timelines.
- **Key Performance Indicators (KPIs)** – Define measurable success metrics that will be used to assess the program's effectiveness.
- **Organisational Expertise** – Demonstrate relevant experience and capability in delivering similar programs.
- **Financial Sustainability** – Provide details on the organisation's financial capacity to cover any potential funding shortfalls.
- **Resourcing and Staffing** – Outline the resources, personnel, and expertise required to deliver the program successfully.
- **Insurance Coverage** – Submit proof of relevant insurances, including public liability, workers compensation, and equipment insurance (if applicable).
- **Risk Assessment** – Provide a comprehensive risk assessment outlining potential challenges and mitigation strategies associated with the program.

This structured approach ensures clarity and consistency in evaluating proposals, helping SMRC select programs that align with its objectives and community needs.

6 Eligibility criteria

To be considered for the Youth Services Program, applicants must meet the following eligibility criteria:

- **Organisational Eligibility**
 - Must be a legally registered entity
 - E.g. not-for-profit organisation, community group, social enterprise, or private provider with demonstrated community benefit).
 - Must have a proven track record in delivering youth-focused programs or services.
 - Must have the financial capacity to manage and deliver the proposed program, including the ability to cover any funding shortfalls.
- **Program Suitability**
 - The proposed program must directly benefit young people within the Snowy Monaro region.
 - Programs must align with Council's youth services objectives and demonstrate clear community benefits.
 - The program must be deliverable within the agreed funding period of 12 months.
- **Regional Coverage & Accessibility**
 - Applicants must demonstrate the ability to provide services across multiple locations within the region or have a targeted approach that addresses specific community needs.
 - Programs must be accessible and inclusive, ensuring equitable participation for young people from diverse backgrounds, including those from disadvantaged or marginalised communities.
- **Compliance & Risk Management**
 - Must hold appropriate insurances, including but not limited to:
 - Public Liability Insurance (minimum \$20 million).
 - Workers' Compensation Insurance (if applicable).
 - Equipment insurance if required for program delivery.
 - Must submit a comprehensive risk assessment identifying potential risks and mitigation strategies.
 - Must comply with all relevant legislative and regulatory requirements, including child protection and safety standards.
- **Staffing & Resources**
 - Must demonstrate adequate staffing and volunteer support with appropriate qualifications and experience.
 - Must provide adequate proof of compliance of staff training and suitability to deliver the program. Included but not limited to training records and adequate clearance checks such as police checks, working with children checks and other checks for anyone involved in the delivery of the program.
 - Must have policies and procedures in place for staff recruitment, training, and safeguarding young people.
- **Reporting & Accountability**
 - Must agree to Council's reporting and performance monitoring requirements, including key performance indicators (KPIs) to measure program impact and quarterly reports.
 - Must be willing to engage in evaluation processes and provide reports on program outcomes.

Failure to meet any of these criteria may result in the application being deemed ineligible.

7 Evaluation Criteria for Youth Services Program EOI

Submissions for the Youth Services Program will be evaluated based on the following weighted criteria to ensure alignment with Council's objectives and community needs:

- **Program Alignment & Objectives (20%)**
 - Clear and well-defined program objectives that align with Council's vision for youth services.
 - Evidence of a structured and achievable program roadmap.
- **Regional Coverage & Accessibility (15%)**
 - Ability to deliver services across multiple locations within the region.
 - Strategies for inclusivity, accessibility, and engagement with diverse youth demographics.
- **Organisational Capability & Experience (15%)**
 - Demonstrated expertise in delivering similar programs.
 - Proven track record of successful community engagement and program outcomes.
- **Financial Viability & Sustainability (15%)**
 - Financial stability and capacity to support any funding shortfalls.
 - Ability to leverage additional funding sources where required.
- **Resourcing & Staffing (10%)**
 - Adequate staffing levels with qualified personnel to deliver the program effectively.
 - Plan for recruitment, training, and retention of staff/volunteers.
- **Risk Management & Compliance (15%)**
 - Comprehensive risk assessment with mitigation strategies.
 - Evidence of necessary insurance coverage, including public liability and workers compensation.
- **Program Impact & Key Performance Indicators (KPI) (10%)**
 - Clear KPIs that demonstrate measurable outcomes and continuous improvement.
 - Evaluation methods for tracking success and impact on youth in the region.

This evaluation framework ensures that the selected programs provide high-quality, sustainable, and impactful youth services that meet community expectations and Council's strategic objectives.

8 Youth Program Reporting Framework

The reporting framework for the Youth Program ensures transparency, accountability, and continuous improvement in service delivery. It establishes key reporting requirements, timelines, and performance measures that providers must adhere to.

8.1 Reporting Requirements

Providers delivering youth services under the program must submit reports detailing the program's progress, impact, and financial accountability. The reporting structure includes:

8.1.1 Initial Implementation Report (Due six weeks after program commencement)

- Program launch summary
- Confirmation of staffing and resourcing allocations
- Key milestones and initial participant engagement numbers
- Challenges encountered and early mitigation strategies

8.1.2 Quarterly Progress Reports (Due every three months)

Each quarterly report must include:

- Program Activities & Delivery:
 - Summary of activities, workshops, and events held
 - Number of participants and demographic breakdown
 - Locations where services were delivered
 - Community and stakeholder engagement
- Key Performance Indicators (KPIs):
 - Attendance and participation rates
 - Engagement levels of target groups
 - Feedback from participants and stakeholders
- Risk & Issue Management:
 - Any risks or challenges encountered
 - Actions taken to address issues
- Financial Accountability:
 - Budget expenditure breakdown
 - Explanation of any variances from the planned budget

8.1.3 Mid-Year Review (Due at the six-month mark)

- Analysis of progress against program objectives
- Case studies highlighting success stories
- Recommendations for improvements or adjustments
- Staff and volunteer performance assessment

8.1.4 Annual Impact & Outcome Report (Due at program completion)

- Program Achievements & Outcomes:
 - Assessment of program impact on youth participants
 - Achievement of stated objectives and KPIs
 - Testimonials and success stories
- Financial Reconciliation:
 - Final budget and expenditure report
 - Evidence of financial sustainability
- Lessons Learned & Future Recommendations:
 - Insights on program effectiveness
 - Opportunities for future improvements and expansion

8.2 Performance Monitoring & Compliance

Council will conduct periodic audits and review meetings to ensure compliance with program expectations. Providers must:

- Participate in scheduled performance review meetings
- Maintain proper documentation for program delivery and financial management
- Respond to Council's requests for additional information or clarification

8.3 Reporting Submission & Format

- Reports must be submitted by email to Council's nominated representative in Microsoft Word format on the provider organisation's letterhead.
- Supporting documents, such as participant feedback, photos, and financial records, should be attached where applicable.

Failure to comply with reporting requirements may impact future funding eligibility.

9 Expression of Interest Terms and Conditions

General Conditions

1. Responses must comply with the requirements set out in this document and the conditions listed below. Non-compliant responses may be considered or set aside at SMRC's discretion. We encourage participants to read the eligibility criteria carefully and consider whether their skills, capabilities and commitments are aligned with this opportunity prior to responding.
2. By submitting a response, Respondents are deemed to have:
 - Examined the EOI and any other information provided for the purpose of registering a response
 - Examined all relevant information on risks, contingencies, and other matters affecting their response
 - Examined statutory requirements and ensured they are not engaging in anti-competitive, collusive, deceptive, or misleading practices
 - Verified the correctness and sufficiency of their response
3. Respondents must provide proof of their legal status in their responses.

Reservations

1. This EOI document is for information purposes only and does not constitute an offer. Other than the Respondent's acceptance of these terms, it is not intended to create any legal rights or obligations.
2. Respondents must make their own enquiries and seek advice regarding the assets and this EOI opportunity.
3. SMRC reserves the right to modify, suspend, terminate, or delay the selection process and/or terms and conditions set out in this EOI document, to issue addenda, or to elect not to proceed with a licence agreement. SMRC is not liable for any loss suffered by any Respondent due to these actions.
4. SMRC is not obligated to accept or select any responses. SMRC reserves the right to accept responses for some but not all of the scope of activity described, to shortlist one, more than one, or no organisation based on the responses received. SMRC may

consider any response regardless of its conformity to this EOI, advertise further EOIs, and negotiate with any party outside this EOI.

5. SMRC reserves the right to invite other interested parties to submit responses, shortlist any number of parties, deal with different parties on different bases, deal exclusively with one or more parties, and negotiate with any one or more parties.
6. SMRC may engage a third party to assess a Respondent's financial, technical, planning, and resource capabilities.
7. SMRC may seek clarification or further information in relation to any response.
8. To the extent permitted by law, neither SMRC nor its employees or consultants shall be liable to any Respondent or any other person for any loss, expense, damage, or other liability arising from or incurred as a result of anything contained in (or omitted from) the information provided in this EOI document.
9. SMRC makes no representation or warranty as to the significance, adequacy, accuracy, currency, reliability, or completeness of any information provided in this EOI document.
10. SMRC will not be liable to pay or reimburse any costs or expenses incurred by any Respondent in preparing and submitting a response or in negotiating with SMRC in relation to their response.

Use and Ownership of Responses

Ownership of Responses

1. All responses and accompanying documentation submitted in response to this EOI, including all intellectual property, become the property of SMRC. If a response includes pre-existing material with third-party intellectual property, the Respondent grants a licence to SMRC to use such intellectual property.

Ownership of Information

1. All information, reports, or data provided to Respondents by SMRC are owned by SMRC. Respondents shall not use the information other than in developing their EOI response without written approval from SMRC.

Use of Responses

1. By submitting a response, each Respondent acknowledges and agrees that SMRC may use the response for the following purposes:
 - To assess all responses received by SMRC, in accordance with this EOI
 - To prepare an invitation for selected Respondents to make a proposal based on more detailed specifications or criteria
 - To seek further information or clarification from a Respondent on any matter addressed in their response
 - To register to Vendor Panel as the e-platform for quotations.

Disclosure

1. SMRC reserves the right to publish or disclose the names of successful and/or unsuccessful Respondents and the terms of any contract entered into, subject to any information SMRC agrees to keep confidential.
2. By submitting their response, each Respondent grants SMRC permission to reproduce their response for review purposes and to determine SMRC's final requirements for any future procurement process. Responses will be treated as confidential by SMRC, except as required by law, for investigations by relevant authorities, to external consultants and advisors, auditors, to other government departments or agencies, or as required by government policy.