



City of Rockingham

Homelessness Response Project Information and Guidelines

December 2024



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1. Definitions

'AWST' means Australian Western Standard Time and is equal to Coordinated Universal Time plus 8 hours.

'Days' means business days (i.e. Monday to Friday, excluding public holidays).

'Key element' means high priority topic or focus area in relation to the strategy area.

'Project completion date' means the date on which the successful applicant must provide all reports and complete all works outlined in the scope. The project completion date is 12 months from the date of award (April to May 2026) unless advised otherwise in writing.

'Research' means inquiry and investigation into the health, wellbeing and social determinants, practices and evidence relative to the project at the local, state, national and international level.

'Stakeholder' means community groups, organisations, service providers or individuals identified by the client and consultant as having an interest in community health and wellbeing in the City of Rockingham.

'Start date' means the date on which the successful applicant accepts the City's offer of quotation in writing.

'The City' means the City of Rockingham.

The applicant' means an eligible organisation applying for the project.

2. Introduction

The City's position on homelessness is to provide support to strengthen the community support services sector, provide community education and awareness to enhance prevention, and advocate for identified community needs.

The City aims, through various initiatives in the local community, to build the capacity and capability of support services and organisations to better support people most vulnerable in our community.

The 2023 Community Support Services Mapping report (mapping report) identified five priority areas:

1. Homelessness and housing insecurity
2. Mental health
3. Family and domestic violence
4. Alcohol and other drug abuse
5. Lack of sustainable funding.

2.1 About Homelessness Response Project

The Homelessness Response Project is a once off funding opportunity of up to \$100,000 (GST exclusive) to implement a project that will support the intervention, response or prevention of homelessness within the City. An amount of \$200,000 (GST exclusive) has been allocated to this project.

Types of projects that may be considered include the provision of:

- Safe night spaces
- Crisis accommodation
- Temporary accommodation
- Permanent housing
- Brokerage
- New programs to address gaps in case managers/counsellors/other professional specialists needed in the City.

The above are examples only and other projects may be considered for funding.

Additionally, the aim of this expression of interest process is to determine what projects/initiatives could be activated in Rockingham to immediately support and reduce the number of people experiencing homelessness.

Applications will be assessed by City officers against the assessment criteria (attached) who will present a report of recommendations and a summary of all applications to Council to determine the successful applicants.

Organisations should review the assessment criteria to better understand how applications will be assessed and are encourage to discuss their proposed project with City officers.

Key benefits for the community the City aims to address with this funding:

- Deliver fast practical initiatives to address the immediate needs for people experiencing homelessness and/or at immediate risk of experiencing homelessness.
- To assist support services operating within the Rockingham community to delivery programs and projects that benefit the Rockingham community.
- Provide accessible financial means to start unique initiatives by organisations that face barriers to accessing traditional funding sources.
- To provide funding to support existing programs/projects unable to keep up with the community demands due to the increasing housing and cost of living crisis.
- Collect data and evidence to advocate to state and Federal governments to provide better outcomes in Rockingham for people experiencing homelessness and/or at immediate risk of experiencing homelessness.

Successful applicants will have 12 months from the date of award to complete their project, fully expend the funding received, complete the project and the acquittal process with the City. No extensions will be granted.

3. Deadline

The deadline to submit a project application is **14 March 2025 at 2pm AWST**.

4. Scope of Services

4.1 The Applicant's Responsibilities

- Understand the needs and gaps identified in the [Community Services Mapping Report](#) to link your project to.
- You must provide services within the City of Rockingham
- Explore and demonstrate co-design processes and collaborations with other key stakeholders with the aim to reduce service/ project duplication.
- It is encouraged to discuss your proposed project with a City officer prior to submission.
- Demonstrate appropriate desktop research and evidence of project outcomes.
- Clearly articulate intended project outcomes, in alignment to the acquittal and outcomes report (shown as an attachment).
- Facilitate stakeholder engagement if required.

4.2 Eligibility

Applications will only be considered if:

- ✓ The applicant is an incorporated not-for-profit organisation/association, or those limited by guarantee (e.g. club, community group); (eligible to apply for full project costs but in-kind contributions encouraged).
- ✓ The applicant has appropriately trained/qualified personnel to deliver the project.
- ✓ The applicant has current public liability insurance at the time of the project.
- ✓ The project delivers meaningful benefits for the Rockingham community as defined.
- ✓ The project takes place within the boundaries of the City of Rockingham.
- ✓ The application has been completed in full and received by the City by the closing date.
- ✓ The applicant has supplied quotes for all elements of the project for the City contribution.
- ✓ The applicant has consulted with a City staff member (Community Safety and Support Services team) about the project prior to submitting the application.
- ✓ The application is seeking funds to support people to obtain/maintain housing by covering bonds or similar items through an emergency relief brokerage scheme.
- ✓ If the application is seeking funds to contract a facilitator or professional/specialist fees, to run a specialised program that will address a current and immediate need or reduce extensive service waitlists for people

experiencing homelessness or at immediate risk of experiencing homelessness.

- ✓ The application is seeking funds for infrastructure costs that directly benefit people experiencing homelessness (e.g. furnishing/refurbishments for crisis accommodation).
- ✓ Salaries may be considered. E.g. for the implementation of temporary safe accommodation

Applications will **NOT** be considered if:

- The applicant is a state or Commonwealth authority.
- The applicant is a private or for-profit company.
- The applicant has not supplied all required documentation.
- The applicant is requesting funding for retrospective payments/projects.
- The applicant is requesting rates subsidy (excluding rubbish removal).
- The application is received by the City after the closing date.
- The project is unable to be completed and fully implemented within 12 months of the award date.

4.3 Selection Criteria

- Identify who the project aims to support/benefit and what target cohorts (age, demographics, household) the project relates too.
- Specify the location of the activities to be delivered within the project.
- Describe how the project will deliver benefits to the Rockingham community and addresses current service needs/gaps for people experiencing homelessness. Consider how the project addresses needs/gaps identified in the 2023 [Community Services Mapping Report](#).
- List the short term and long term benefits of the project.
- Describe, in detail, how you intend to measure the success of the project and what data you can provide to the City at the end of the project (consider the number of people supported, client testimonials, reach of project, target cohorts/demographic data of people supported, etc).
- Provide a detailed indicative budget of the project, clearly demonstrating what the City contribution will be used for.
- Provide a project timeline.
- Demonstrate your organisations ability to deliver the project on time including project governance, qualified personnel, project management capability and any proposed collaborations.
- Complete a project risk assessment including proposed mitigations/actions for potential risks.

5. General

5.1 Important Dates

- 16 December 2024 – Applications for Expression of Interest for the Homelessness Response Project opens.
- 9 January 2025 at 1pm – Online introduction to the Homelessness Response Project expression of interest process.
- 21 January 2025 to 23 January 2025 from 9am - 4pm – Pre-submission meetings with City officer/s.
- **14 March 2025 at 2pm AWST** – Project Application submission deadline.
- April 2025 - Report of all applications submitted to April Council meeting to determine successful applicants.
- April or May 2025 – Successful applicant(s) to be notified.
- May 2025 – May 2026 – Project implementation period
- 3 Monthly Progress Check in - Projects will be required to provide a progress update every 3 months from project commencement to closure which will be reported to Council.
- April or May 2026 - Projects required to be complete and final acquittal with outcomes report to be provided to City officers 12 months from the date of award.

*Timeframes are indicative and subject to change, based on stakeholder availability and City processes.

5.2 Payment

For successful applicant(s) the City agrees to pay the approved amount, up to \$100,000 (plus GST).

The successful applicant(s) will be required to acquit the full amount provided, including providing evidence of expenditures and costings in alignment to the application.

The City will provide the successful applicant(s) with a Purchase Order number that needs to be included as a reference on all invoices.

This payment will be a once off payment only. There will be no ongoing funding for the project, and the project will need to be able to demonstrate its ability to complete the project from this once off payment.

If the project application is requiring funding from multiple funding sources the applicant will need to demonstrate the other funding sources have been secured prior to submitting an application.

5.3 City of Rockingham Contact Person

City of Rockingham
Community Safety and Support Services
customer@rockingham.wa.gov.au
(08) 9528 0333

5.4 Information and Pre-submission Meetings

An open online introduction to the Homelessness Response Project expression of interest process will be available on 9 January 2025 at 1pm. This is an opportunity for any organisation interested in applying for the Homelessness Response Project to ask questions about the application process and learn more about the project. To receive a calendar invite to the information meeting please contact Community Safety and Support Services team.

One on one pre-submission meetings with City officers will be available prior to your application being submitted between 21 January 2025 and 23 January 2025 (9am - 4pm). These meetings are an opportunity to seek feedback on your project application and to ask any questions before you formally submit an application. To arrange a pre-submission meeting please contact Community Safety and Support Services team.

Please note, the dates may change due to unforeseen circumstances.

Appointments outside the above meeting schedules may be requested, but are not guaranteed.

6. Attachments

6.1 Assessment Criteria

Assessment Attributes	Level of Attainment					Score
	1	2	3	4	5	
Intervention	The project only offers crisis interventions for people experiencing homelessness, such as once-off brokerage.	The project offers support interventions for people experiencing homelessness, such as counselling.	The project offers prevention interventions for people experiencing homelessness, directly reducing the inflow into homelessness locally.	The project offers temporary housing interventions for people experiencing homelessness, such as safe night spaces or crisis accommodation.	The project offers permanent housing interventions that will end experiences of homelessness in Rockingham, new community housing stock.	
Positive impact	No impact on people experiencing homelessness.	Limited impact on people experiencing homelessness.	Moderate impact on people experiencing homelessness.	Substantive impact on people experiencing homelessness.	Significant impact on people experiencing homelessness.	
Service duplication	Does not address service duplication.	Identifies there is duplication but does not identify how to manage duplication.	Identifies there is duplication but demonstrates the need for multiple service providers.	Clearly identifies service duplication and explains how it will address service duplication.	Identifies in detail service duplication and has already mitigated all service duplication.	
Long-term and short-term benefits	Does not define long-term or short-term benefits.	Defines one benefit type but not the other.	Vaguely defines long-term and short-term benefits.	Clearly defines long-term and short-term benefits.	Defines in detail long-term and short-term benefits.	
Data collection and outcomes measurement	Does not state what data will be collected and how outcomes will be measured.	States a limited list of the data that will be collected and doesn't explain how	States a moderate list of data that will be collected and moderately	States a substantive list of data that will be collected and clearly demonstrates how	Demonstrates a well-sounded measurement model with a detailed list of	

		outcomes will be measured.	demonstrates how outcomes will be measured.	outcomes will be measured. Has prepared some control data.	data it intends to collect to determine project success and outcomes, and has already collected substantive control data.	
Project preparation	Does not provide a timeline and does not demonstrate preparedness to commence.	Provides a vague timeline and demonstrates some preparedness to commence.	Provides a reasonable timeline and demonstrates a sound preparedness to commence.	Provides a detailed timeline and has already commenced, including applying for permits and approvals.	Provides a detailed timeline and has already commenced, including obtained required permits and approvals.	
Collaboration	Does not demonstrate collaborations/partner ships.	Vaguely intends to collaborate/partner with other organisations.	Strongly intends to collaborate/partner with organisations relevant to the project.	Has some formalised collaborations/partner ships and intends to seek further collaborations/partner ships.	Has formalised all collaborations/partner ships with organisations relevant to the project.	
Total						/35

6.2 Acquittal and outcomes report document (DRAFT)

Important Notes:

Please note the below is only a draft example and the final version of this form will be provided prior to the due date. You can request changes to the above form in writing to the City officers to better suit your projects measurement model. Not all requests maybe granted.

The due date for this form to be completed is 12 months from date of award (April to May 2026).

a. Project Outcomes

Report on the expected project outcomes in your submission against the actual project outcomes that were achieved.

- What outcome/s did the project aim to achieve (copied from application)
- How were the outcomes measured? (copied from application)
- What were the outcomes?
- Explain whether the project exceeded, met or did not meet outcomes and why?

Were there any unexpected outcomes of this project and if so what were they?

Was there any additional data collected from this project you wish to provide?

b. Participant and Audience Success

What was the total number of people that directly benefited from this project?

What was the total number of people experiencing homelessness that directly benefited from this project?

What was the total number of people at immediate risk of homelessness that directly benefited from this project?

Please use the below table to state the estimated number of people who benefited from the project in each category.

Category (examples)	Children <12	Young People 12-24	Adults	Seniors
Participants				
Attendees				
Volunteers				

Category (examples)	CaLD	Aboriginal	Disability
Participants			
Attendees			
Volunteers			

c. Short Term Benefits of the Project

Please state below the short term benefits of the project that were achieved. Highlight if there were benefits in your application that were not achieved and why, and highlight any benefits that were achieved that were not originally stated in your application.

d. Long Term Benefits of the Project

Please state below the long term benefits of the project that were achieved. Highlight if there were benefits in your application that were not achieved and why, and highlight any benefits that were achieved that were not originally stated in your application.

e. Project Partnerships and Collaborations

Please state below any partnerships and/or collaborations that occurred during the project and how these helped the project?

f. Project Continuation and Sustainability

Please state below where the project will continue, and if so how do you plan to sustain the project in the long run?

g. Key Learnings

Please state below the key learnings of the project and/or were there any reportable incidents or accidents that may have taken place during your event, how they were dealt with and how you would address them in future events?

h. Final Project Budget

- Please list below all costs associated with your project.

- If you are registered for GST, your expenditure and income listed needs to exclude GST.
- If you are not registered for GST, your expenditure and income listed needs to be the total cost paid (including GST if applicable).

Expenditure

Purchases	
Total Expenditure	\$

Income

Revenue	
Total Income	\$
Total profit or loss of project	\$

i. Final Comments