



National School Chaplaincy Programme

Completing the Application Form

(A guide from SU Qld)

Section headings refer to the online *NSCP Application Form*. This is included as a PowerPoint presentation.

This information is a guide only. Please **do not** use this information verbatim to complete your Application Form. Applications must be made online using relevant local information.

For further assistance to complete your application form, please contact the relevant SU Qld Regional Manager.

Section 1: School Details

Complete relevant local details.

Section 2: Contact Details

Refer to: *Section 3.2 School principal/project leader* in the [NSCP Guidelines](#) for information about the **Project Leader**.

Complete relevant local details.

The LCC plays an integral part in informing the application process and providing information for the application submitted by the **Project Leader**.

Section 3: Chaplain Details

If appointing a new Chaplain, the new Chaplain's details cannot be provided until the Chaplain has been appointed by SU Qld. Recruitment of a Chaplain can wait until advice of success or otherwise of grant application is known.

Refer to: *Section 4.8 NSCP flow chart* in the [NSCP Guidelines](#) for information about the **Application Phase**.

Under "Credentials", select third box: "Endorsement by a religious authority external to the school". Specify: "SU Qld" (as indicated on *NSCP Application Form* PowerPoint presentation).

In final section, "This Chaplain is endorsed by", insert "SU Qld" (as indicated on *NSCP Application Form* PowerPoint presentation).

Note: This section refers specifically to the "Chaplain" and is different from *Section 6*, which refers to the "Chaplaincy Service".

Section 4: Consultation

Refer to: *Section 4.4.1 School Community Consultation* in the [NSCP Guidelines](#).

Ensure mention of consultation with/via school staff, students, P&C, religious bodies, the wider local community.

Make reference to the process used (eg surveys, petitions, letters of support).

SU Qld Chaplaincy Handbooks give examples of how this process may take place.

Refer to: **SU Qld Chaplaincy Handbook *Establishing a Chaplaincy Service in a State School, Section 2* *Ascertaining potential support.*** (Available from SU Qld regional staff.)

Section 5: Need

Refer to: *Section 4.4.2 School community need for chaplaincy services* in the [NSCP Guidelines](#).

This section is critical to the success of applications. Don't simply make general comments. Provide specific reference to local data that supports your case. Refer to the list of headings in the Section 6 (below) for some suggestions.

Note: This section has a 4000-character limit. This section seems to carry the most significant weighting of criteria used for evaluating applications.

Suggestion: In order to maximise the number of characters permitted, you could use a mix of dot-points and brief explanatory paragraphs (ie don't just write in essay/letter form).

Section 6: Chaplaincy Service details

Note: This section refers specifically to the "Chaplaincy Service" and is different from Section 3, which refers to the "Chaplain".

The category "Expand Existing Chaplaincy Services" includes adding a new (additional) Chaplain to an existing Chaplaincy Service.

Here are some suggested headings under which you could summarise information:

- Provision of pastoral care to students, staff, parents
- Provision of individual support for students with the following issues: family/domestic, relationship/relational, school-based, behavioural, mental/emotional health, substance abuse, attempted suicide, bereavement
- Response to critical incidents
- Programs for "at risk" students
- Provision of adventure-based learning/outdoor education programs
- Provision of spiritual support and guidance to students exploring issues of faith
- Participation in school programs and activities (eg school camps, excursions, sporting program, cultural events, committees)
- Provision of Personal Development/Life Skills programs
- Provision of holiday activity programs
- Provision of student leadership training events

Refer to: **SU Qld Chaplaincy Handbook** *Choosing SU Qld as an Employing Authority, Section 6 Role of the Chaplain* in the for a composite role description for SU Qld Chaplains. (Available from SU Qld regional staff.)

Collaboration

Collaboration with other schools may improve your chances of a successful application.

Refer to *Section 4.4.3 Value for money* in the [NSCP Guidelines](#) for key criteria used for evaluating applications. Expand on each of these three criteria in the relevant section of the online *Application Form*. You could use a combination of dot-points and brief explanatory paragraphs.

Section 7: Cash/In-Kind Support

Note: It is strongly suggested that you apply for funding for all three years.

Administrative overheads will be charged by SU Qld for services rendered. Refer to your relevant SU Qld Regional Manager for more detail. For the purpose of this application, insert 15% of the total application amount in the “Administrative overheads” box.

This figure is an estimate only, as the actual cost will be determined by your specific circumstances (eg increased Chaplaincy days or new chaplaincy Service). Contact your relevant SU Qld Regional Manager for more information.

We recommend that only “Chaplain’s salary” and “Administrative overheads” be specified in this area, totaling the full amount applied for. This will be far easier to acquit at a later date. Any “Capital items” of expenditure could be purchased from other funding sources.

Identify the source/s and estimated cash value of funds

When detailing other “source/s and estimated cash value of funds”, only insert \$ amounts based on some degree of certainty.

Donations made by local churches should be included in the box marked “Local church/religious group funds”. Donations from other sources should come under “Community contribution”.

Note: The application and delivery processes for State govt funding are yet to be determined.

Section 8: Value for money

Refer to *Section 4.4.3 Value for money* in the [NSCP Guidelines](#).

The emphasis here should be on one or more of the following: establishing a new Chaplaincy Service, expansion of an existing Chaplaincy Service, collaboration, leveraging. Leveraging refers to arrangements where the provision of local funding (eg local business, Chamber of Commerce, local govt) is dependant upon receipt of NSCP funding.

Each existing Chaplaincy Service will need to demonstrate how the service will expand and provide value for money (eg new programs, number of students impacted/supported).

Highlight collaboration where relevant.

Section 9: Funding Agreement

Refer to *Section 2.3 Funding arrangements* in the [NSCP Guidelines](#) for information about **Project Sponsors**.

Schools have two options:

1. Engage SU Qld as Project Sponsor, or
2. Apply directly for funding, without engaging a Project Sponsor.

Note: Certain obligations come with being the **Funding Recipient** (see Section 6.3 to 6.9 in the [NSCP Guidelines](#)). **Project Sponsor** and **Funding Recipient** are interchangeable terms.

SU Qld is eligible to be a **Project Sponsor**. The fee for providing this service is **\$750 per annum**.

Note: The State govt (ie Education Queensland) will not be nominating as a **Funding Recipient**.

If intending to nominate SU Qld as **Project Sponsor/Funding Recipient**, please discuss this with your relevant SU Qld Regional Manager, then complete the **Funding Recipient** details as indicated on *NSCP Application Form* PowerPoint presentation.

Section 10: Declaration

Complete relevant local details for section headings “School Principal” and “Parent body/School Governing Body”.

Complete the section entitled “Religious Institution, Approved State or Territory Chaplaincy Provider or Other” (as indicated on *NSCP Application Form* PowerPoint presentation) as follows:

Endorsed by: Select “Approved Chaplaincy Service Provider”.

Full Name: Name of relevant SU Qld Regional Manager

Organisation: SU Qld

Position Held: Regional Manager

Email: as provided by SU Qld Regional Manager

Religious Affiliation: Other

Specify: Christian

NSCP Guidelines available at:

http://www.dest.gov.au/sectors/school_education/policy_initiatives_reviews/key_issues/school_chaplaincy_programme/guidelines.htm