# Coordinated Funding Proposal (CFP) – description of supports template

The CFP description of supports **template example** can be used by participants or their team leaders (if the group decides to have a team leader) to clearly define the supports they wish to buy. The information below is for example purposes only.

|  |  |  |
| --- | --- | --- |
| Contact | Email | Phone |
| Mr. Johnny Can Do | Gongs@wollongongsoccer.org | 0432 198 XXX |

## Section 1: The CFP Group:

Provide an overview of the CFP Group.

*Add text: The Wollongong CFP Group, also known as the Gongs soccer team, are approaching three local providers to provide a quote to support a group of 15 NDIS participants living in the suburbs of Wollongong NSW. The CFP Group is supported by a CFP Team leader, Mr Johnny Can-Do, who will be the contact person for any communication relating to the quote. All correspondence should be addressed to the Wollongong CFP group and sent to the email: Gongs@wollongongsoccer.org. None of the Gongs have a Support Coordinator and all of them have ongoing support with the Local Area Coordinator. All of the participants are high functional individuals and don’t require 1:1 supports.*

## Section 2: The supports the CFP Group would like to purchase:

Provide an overview of the supports required.

*Add text: The Wollongong CFP Group (the Gongs) are an active group of people who like to get out and about in the community and participate in a local soccer team. The Gong’s coach recently had to move out of Wollongong and can no longer provide their weekly soccer activity. The Gongs would like to purchase the services of a suitable support person to provide one hour of soccer training/activity and an extra two hours of coaching support to compete in the local soccer competition on Saturday mornings. The supports will be required for the duration of the 2023 soccer season March to September. We understand that up to one extra hour may be charged for preparation and travel per week.*

## Section 3: Location/day/time:

Provide an overview of the location/day/time the supports will be delivered.

*Add text: The Gongs have secured free access to their local soccer field for training every Tuesday afternoon from 4:30-5:30 pm. The Gongs would need up to two hours of support on Saturday mornings from 8:30-10:30am for the competitions. We would expect that the provider would provide 3 hours a week face to face support.*

## Section 4: Funding:

Confirm all CFP Group members have funding availability.

*Add text: All of the participants mentioned in this description of supports have funding available in their plans.*

## Section 5: Description of Supports table:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | NDIS Support type | CFP group numbers | Support information | Date/Time | Total hours |
| 1 | Core/ Daily Activities/ | 15 | Provide one hour of face-to-face soccer coaching support. | Weekdays: Tuesdays 4:30-5:30pm | \*\*2 hour |
| 2 | Core/ Daily Activities/ | 15 | Provide 2 hours of face to face “game day” support. | Weekend: Saturday mornings from 8:30-10:30am | 2 hours |
| Total |  |  |  |  | 4 hours pw |

*\*\* The 2 hours is inclusive of one hour of support and one hour of travel and preparation (example).*

## Provider information:

The successful provider will:

1. Provide a per-participant quote for the delivery of the supports using the attached quote template.
2. Be a registered or unregistered NDIS provider.
3. Have the capacity to engage with the participants and provide face-to-face supports in the locations identified in the description of supports.
4. Be a highly skilled, specialised practitioner or have demonstrated experience in the provision of the services outlined in the description of supports.
5. Promote choice and control in all interactions with the participants.
6. Provide culturally and socially appropriate supports as required.
7. Support a participant centred approach with a clear understanding of the individual’s goals and outcomes.
8. Work with the CFP Group identified Team Leader as required.
9. Work with the CFP Group identified Support Coordinator/LAC and NDIA representatives if required.

When completing the coordinated funding proposal template, providers must comply with the information in the [Pricing arrangements | NDIS](https://www.ndis.gov.au/providers/pricing-arrangements). In particular, providers should familiarise themselves with the following regarding provider travel,

* When determining rates for non-labour travel costs providers should consider [the guidelines](https://www.ato.gov.au/law/view/pdf/pbr/td2022-010.pdf) provided by the Australian Taxation Office (ATO) regarding reasonable amounts for domestic travel expenses. When completing the coordinated funding proposal template, providers must comply with the accommodation and meal expense limits determined by the ATO for the location where the supports are being delivered.
* It is understood that providers will provide a quote to cover the expected costs to supply the supports but will not claim more than the actual supports they provide.
* When creating the quote, it is expected that providers will ensure participants receive the best value for money.
* Providers and participants are encouraged to enter into service agreements and service bookings, which contain rules to protect the provider from financial losses in the event of cancellations by participants.
* Providers may consult the NDIS Price Guide 2022-2023 to determine appropriate cancellation rules and may note the rules in relation to the 'Program of Supports'.
* Providers may provide any further information that may support their application.