

HIPPY PROVIDER APPLICATION GUIDELINES

Application Pack - Part 1 of 3



HOME INTERACTION PROGRAM FOR PARENTS AND YOUNGSTERS

*Before completing the application form, please **read** these guidelines. **Only fully completed applications will be assessed***

SUBMIT APPLICATION BY EMAIL TO: hippyaustralia@bsl.org.au

Completed applications must be received by 5pm, Friday 6 October 2023

CONTACT INFORMATION:

All enquiries to be directed to HIPPY Australia on 1300 394 396

HIPPY Australia is open during business hours Monday to Friday from 9am - 5pm

HIPPY Australia respectfully acknowledges the Traditional Custodians of the land and waterways on which our organisation operates. We pay our respects to Aboriginal and Torres Strait Islander Elders past, present and emerging.

The Home Interaction Program for Parents and Youngsters (HIPPY) is funded by the Australian Government through the Department of Social Services. The Brotherhood of St. Laurence holds the licence to operate HIPPY in Australia.



Brotherhood of St. Laurence
Working for an Australia free of poverty

HIPPY Provider application guidelines

1 BACKGROUND

1.1 WHAT IS THE HOME INTERACTION PROGRAM FOR PARENTS AND YOUNGSTERS (HIPPIY)?

The Home Interaction Program for Parents and Youngsters (HIPPIY) is a two-year, home-based early childhood learning and parenting program that empowers parents and carers to be their child's first teacher. Families start HIPPIY two years before their child starts school (usually around three years old). HIPPIY is a free, voluntary program.

HIPPIY families spend around 10 to 15 minutes a day, five days a week, doing play-based educational activities together. Home Tutors schedule regular weekly or fortnightly visits with parents to work through the program activities in the family's home or an alternative location. Parents are also encouraged to participate in regular group gatherings.

The program activities are designed to be integrated into the daily life of the family. HIPPIY provides families with 60 weeks of activities, with 30 weeks delivered fortnightly in the first year and 30 weeks delivered weekly in the second year. The activities reflect the HIPPIY Curriculum Framework which provides the basis for an integrated, cohesive and intentional curriculum across Age 3 and Age 4, which reflects the diversity and the Australian educational context.

Each HIPPIY site is staffed by a tertiary qualified (or equivalent) Coordinator and two tutors for each age group of Tutors. The Coordinator has responsibility for operating HIPPIY in the community. The Tutors are past or current parents participating in the program who live in the local community. Tutors are paid employees and receive training and support from the Coordinator.

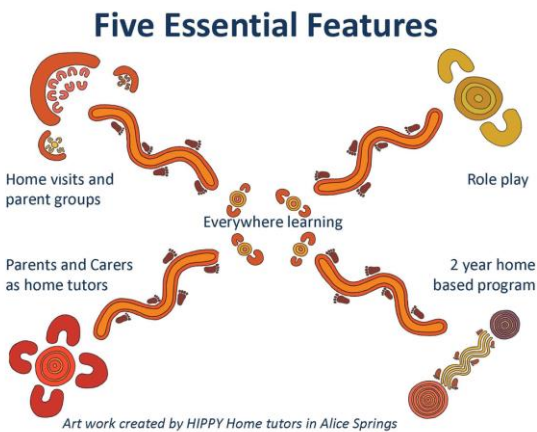
HIPPIY is supported by research that shows that children's most powerful learning comes from their family and that developing a love of learning prior to starting school sets children up for life.

The objectives of HIPPIY are to:

- Build the confidence and skills of parents and carers to create a positive home learning environment as their child's first teacher
- Provide parents and carers with a structured education-focused early learning program for their child
- Improve children's preparedness to start school
- Support employment and community leadership opportunities for HIPPIY Coordinators, Tutors and parents, and
- Strengthen communities with opportunities for families to come together to connect, learn and build their confidence.

The Five Essential Features found in HIPPY sites all around the world are:

- HIPPY is a two-year program – fortnightly for 30 weeks in Age 3 (two years before children start school, usually when they are about three) and weekly for 30 weeks in Age 4
- Role play is used as a learning tool – this means that the information is discussed and practiced with Tutors and families when they visit. The parent then completes the activities with the child
- Parents are employed as Tutors
- Community based delivery is supported by home visits and HIPPY gatherings, and
- Everywhere learning – looking for opportunities to apply learning from everyday settings.



The Nine Guiding Principles provide a foundation for HIPPY and guide the way the program is implemented:

- All children can learn and be supported to reach their full potential
- Children thrive when we respect their voice and agency
- All parents and carers want the best for their children
- Parents and carers are the first and continuous educators of their child
- Providing parents and carers with tools, information, techniques and resources can help to guide their children's learning
- Parents and carers can support and learn from each other
- Our learning is enriched when First Nations culture is recognised and celebrated
- Families can thrive when their culture is acknowledged, included and respected, and
- Connecting to their community can build the capabilities of families when caring for and educating their children.

1.2 HIPPY IN AUSTRALIA

The Brotherhood of St Laurence (BSL) holds an exclusive licence from HIPPY International to operate HIPPY in Australia. The HIPPY International licence includes use of the Five Essential Features and HIPPY materials available at all sites. BSL then partners with HIPPY providers to implement HIPPY in their local community. BSL operates a national office called 'HIPPY Australia' that provides program materials, curriculum, training, organisational support and networking as well as site visits to support the HIPPY model.

BSL introduced HIPPY to Australia in 1998. From 2008, HIPPY has been funded by the Australian Government who committed funding for HIPPY to expand from nine communities in 2008 to 50 communities in 2011. HIPPY sites are in all State and Territories and are chosen by the Australian Government based on a high level of disadvantage in the communities. In the 2012–13 Budget, the

Australian Government committed to continuing program delivery in the first 50 communities and expanding the program to an additional 50 communities, with the assumption that populations within these catchment areas have a higher First Nations population. HIPPY programs in these additional 50 communities are identified as “focused” and are required to operate HIPPY with a focus on delivering to Aboriginal and Torres Strait Islander families. HIPPY is currently operating in 100 communities across Australia.

For further information about HIPPY, please visit the HIPPY Australia website www.hippyaustralia.org.au

2 NEW PROVIDERS

2.1 SELECTION OF COMMUNITIES

Applications are now sought from organisations who wish to deliver HIPPY in the catchment areas tabled below from 1 January 2024 and beyond.

Table 1: Site catchment details

SITES	CABOOLTURE (NON-FOCUSED*)	HERVEY BAY (FOCUSED*)	MARYBOROUGH (FOCUSED*)
CATCHMENT AREA	<ol style="list-style-type: none"> 1. Caboolture 2. Bellmere 3. Morayfield 	<ol style="list-style-type: none"> 1. Hervey Bay 2. Booral 3. Bunya Creek 4. Craignish 5. Scarness 6. Dundowran 7. Dundowran Beach 8. Eli Waters 9. Kawungan 10. Nikenbah 11. Pialba 12. Point Vernon 13. River Heads 14. Sunshine Acres 15. Susan River 16. Takura 17. Toogoom 18. Torquay 19. Urangan 20. Urraween 21. Walligan 22. Wondunna 	<ol style="list-style-type: none"> 1. Tinana 2. Tinana South 3. Granville 4. Bidwill 5. Island Plantation 6. St Helens 7. Walkers Point 8. Aldershot 9. Ferney 10. Glenorchy 11. Maryborough 12. Maryborough West 13. Teddington, Magnolia

Non focused sites:

The first 50 sites selected to deliver HIPPY were identified as ‘non- focused’. This means that the population accessing the program would be from a range of culturally and linguistically diverse background including people experiencing disadvantage.

- Program enrolment target: 30 – 35 families
- 75% of enrolled families should be retained for the 2-year program period.

Focused sites:

The last 50 sites selected to deliver HIPPY were identified as ‘First Nations focused’ with the assumption that these catchment areas have a higher First Nations population and that the program would have a greater focus on delivering to Aboriginal and/or Torres Strait Islander families.

- Program enrolment target: 25-30 families
- 75% of enrolled families should be retained for the 2-year program period.

2.2 LOCAL HIPPY PROVIDER

BSL partners with local organisations under a Sublicence and Funding Agreement to deliver HIPPY in a defined catchment area. Partner organisations:

- Are existing local service providers
- Have the support of the community to operate in the catchment area, and
- Employ four to six local people for HIPPY
- Facilitate the delivery and outcomes of HIPPY in the catchment area, and
- Ensure HIPPY is delivered according to the HIPPY Guiding Principles and Essential Features.

2.3 KEY STAFF WITHIN A HIPPY PROVIDER

HIPPY providers are responsible for recruiting and employing the following staff:

A **Line Manager** who is responsible for the management of the program at a local level, the recruitment of a suitably qualified and experienced Coordinator and ensuring that there is adequate workspace and equipment to run the program. The Line Manager is responsible for supervising and supporting the Coordinator.

A **HIPPY Coordinator** who has the day-to-day responsibility for the local program and is key to the success of HIPPY. They recruit families into HIPPY, supervise the Tutors and link HIPPY to the community, early childhood education services, schools and other agencies.

HIPPY Tutors who deliver the program to participating families and carry out their duties under the supervision of the Coordinator. Tutors are past or current parents participating in HIPPY as paid employees and receive training and support from the Coordinator.

2.4 ORGANISATIONS ELIGIBLE TO SUBMIT AN EOI APPLICATION

Organisations must be non-profit to be eligible to apply to deliver HIPPY. **We strongly encourage interested Aboriginal and Torres Strait Islander Community Controlled Organisations (ACCOs) to apply to deliver HIPPY.**

The ATO (Australian Taxation Office) defines a non-profit organisation as one where its constituent or governing documents prevent it from distributing profits or assets for the benefit of particular people, both while it is operating and when it winds up.

The following list identifies the type of organisations that are eligible to deliver HIPPY:

- Association
- Company - non-profit
- Indigenous Corporation
- Registered Charity
- Organisation established through a specific piece of Commonwealth or State/Territory Legislation, for example some universities, public benevolent institutions, churches etc.
- Independent School.

Source: <https://www.ato.gov.au/Non-profit/Getting-started/What-type-of-NFP-is-your-organisation-/#IsyourorganisationanNFP>

3 APPLICATION PROCESS

BSL in consultation with the Australian Government is undertaking the application process to select HIPPY providers. The final decision on successful HIPPY providers for each community from the application process rests with the BSL.

Table 2 outlines the process stages and the timeline.

Table 2: Process stages and timeline

STAGES		INDICATIVE DATES FOR 2023*
		*Actual dates will be provided to applicants
1	Call for applications	11 August 2023
2	HIPPY information session in community	August 2023
3	Submissions close	6 October 2023
4	Assessment of applications	October 2023
5	Announcement of successful provider	November 2023
6	HIPPY provider signs Sublicence and Funding Agreement	December 2023
7	HIPPY program commences	January 2024

4 APPLICATION SUBMISSION

Submit

All applications must be received no later than **5pm, 6 October 2023**. Applications received after this time will not be considered. All applications must be completed on the *Provider Application Form (Part 2 of 3)*.

**** Applications are ONLY accepted by email to: hippyaustralia@bsl.org.au ****

Acknowledgment

BSL will acknowledge receipt of applications by return email.

5 APPLICATION SUBMISSION REQUIREMENTS

Responses are required to each of the Five (5) Parts of the *HIPPY Provider Application Form (Part 2 of 3)*.

PART A - APPLICANT DETAILS

Section 1 - Organisational details

Section 2 - Organisational structure and purpose

PART B – APPLICANT RESPONSE TO SELECTION CRITERIA

Section 1: Organisational capacity

Important notes for Part B - Section 1

Applicants must provide **evidence** demonstrating adherence to the National Principles for Child Safe Organisations.

Section 2: Engaging the community

Section 3: Support for program participants

Section 4: Supporting tutor development

Section 5: Early years networking or advisory group

Section 6: Risk management and liability

Important notes for Part B - Section 6

Successful organisations must have, or will have, by the time of signing their Sublicence and Funding Agreement with BSL, the following **insurance**:

- Workers' compensation insurance required by relevant State or Territory legislation.
- Public liability insurance for a minimum of \$20 million per claim.
- Professional indemnity insurance for a minimum of \$10 million per claim.

Organisations are required to demonstrate how they assess and manage risk by attaching their current **risk management plan**.

Organisations must provide their **critical incident policy or guidelines** or, have a policy or guidelines in place prior to signing the sublicence and funding agreement.

Section 7: Letters of support

PART C - FINANCIAL DETAILS

Section 1: Financial viability

Important notes for section Part C – Section 1

Applicants are required to submit audited financials for the last four years. If an organisation is not considered financially viable, the application will not be considered further.

Important notes for Part C – Section 2

Applicants are required to demonstrate they have the capacity to operate the HIPPY program with the available funding. In 2024 organisations delivering HIPPY in Hervey Bay and Caboolture will receive approximately \$270,000 (exc. GST) and in Maryborough approximately \$175,000 (exc. GST). NOTE: an additional establishment funding amount of \$20,000 is available per site.

6 APPLICATION ASSESSMENT PROCESS

Applications are assessed based on the responses to the submission requirements. Applications that do not meet the requirements will not proceed in the EOI (Expression of Interest) process.

BSL may insert conditions to mitigate risk into the Sublicence and Funding Agreement and the successful organisation must be willing to work with HIPPY Australia to mitigate these risks as part of their Implementation Plan.

If there is no successful organisation for an identified community through this process, HIPPY Australia reserves the right not to proceed to sublicence any organisation. HIPPY Australia, if required, may approach other providers in the community to establish their interest in submitting an application to deliver HIPPY in the future.

7 WITHDRAWING AN APPLICATION

Applicants can withdraw their EOI at any time after submission or approval and before signing a Sublicence and Funding Agreement. Applicants who wish to withdraw their EOI need to advise BSL in writing by emailing hippyaustralia@bsl.org.au

8 CONFIDENTIALITY AND PRIVACY

Organisation information provided on the application form and other documents will be used only for the HIPPY EOI application process and will be protected under the provisions of the Privacy Act 1988.

If you intend to include personal information belonging to another individual in your application, you are required to inform all affected individuals that if they agree to provide their personal information to the BSL and the Australian Government, they may be contacted to verify your application.

Any personal information contained in your application will not be used for any other purpose, added to any mailing list or released to any person or organisation unless required by law, or written consent is provided by all affected individuals. Applications are regarded as strictly confidential.

9 CONFLICT OF INTEREST

Applicants must identify any potential, perceived or actual conflicts of interest that they believe will or may arise from the EOI or in their responsibilities to BSL in the course of undertaking this process and/or delivering HIPPY. A conflict or perceived conflict of interest can arise when an applicant's integrity, objectivity or fairness in performing the services is at risk due to a personal interest or conflicting business

arrangements. Applicants must specify how the actual, perceived or potential conflict of interest will be addressed and monitored to ensure that it does not conflict with the outcomes desired for this funding process.

Identification of a conflict of interest or a perceived conflict of interest will not automatically exclude an applicant from consideration. BSL reserves the right to assess the potential impact of the conflict or perceived conflict and what plans are proposed to address it before a final decision is made. However, BSL's decision about exclusion will be final.

If you wish to discuss this aspect, please contact HIPPY Australia on 1300 394 396. Please note that HIPPY Australia is open during business hours Monday to Friday from 9am–5pm.

10 COMPLAINTS PROCESS

HIPPY Australia will deal promptly with any complaints about its application process. Each complaint will be recorded in writing and the complainant will have the opportunity to discuss the matter with the BSL Director of Children, Youth and Inclusion.

11 SUBLICENCE AND FUNDING AGREEMENT

As part of this application process, ALL applicants must request, and read, a copy of the current Sublicence and Funding Agreement by emailing hippyaustralia@bsl.org.au

The agreement will be emailed within 24 hours of receiving your request.

The successful organisation must sign the Sublicence and Funding Agreement and deliver in accordance with the HIPPY International license held by BSL as detailed in the agreement. The agreement specifies but is not limited to the following clauses:

- Program commencement and terms of agreement
- Fees and expenses associated with administering HIPPY
- Conditions of funding
- Financial and operational reporting requirements
- Program monitoring and evaluation, and
- Privacy, confidentiality and intellectual property.

12 FUNDING AND BUDGETING

Funding for HIPPY is provided by the Australian Government through the Department of Social Services (DSS) and managed under Sublicence and Funding Agreement by the Brotherhood of St. Laurence through HIPPY Australia.

- HIPPY providers biannually invoice HIPPY Australia for the funding allocation
- HIPPY providers in Hervey Bay & Caboolture will receive approximately \$270,000 (excluding GST) working with Age 3 & Age 4 families. In 2024, the new HIPPY Provider in Maryborough will receive \$175,000 (excluding GST) as the program will only work with Age 3 families. Funding will increase in 2025.
- In addition, new HIPPY providers are allocated an establishment funding amount of \$20,000 to assist with program set up cost on signing the Sublicence and Funding Agreement
- HIPPY providers are expected to meet enrolment and participation targets as part of the Sublicence and Funding Agreement.

12.1 HIPPY FUNDING USE BY PROVIDERS IN ACCORDANCE WITH THE SUBLICENCE AND FUNDING AGREEMENT

The following information is provided to assist applicants in understanding the costs involved in operating the HIPPY program in their community. While these notes have been prepared to include the essential elements of HIPPY applicants must consider their own organisational circumstances when planning and budgeting for HIPPY.

- HIPPY is a two-year program for all participants.
- The budget modelling is based on current targets for the program and the expected retention rates.

Under the HIPPY Sublicence and Funding Agreement the funding must be used for the following:

SALARIES – COORDINATOR EMPLOYED AT A MINIMUM 0.8 EFT

The HIPPY Coordinator has the prime responsibility for all aspects of local program implementation and management. This includes:

- Attending pre-service HIPPY training
- Responsibility for recruiting and retaining families and Tutors
- Ongoing training of Tutors
- Making periodic home visits with each Tutor
- Visiting parents when specific problems arise, and
- Maintaining all appropriate records and providing mandatory reports to HIPPY Australia by their due dates. Coordinators are paid according to an applicable Award or Agreement relevant to the state or territory. Provision needs to be made for all on-costs such as superannuation, Work Cover, training and pro-rata leave entitlements.

SALARIES – HIPPY LINE MANAGER

The HIPPY Line Manager is generally an existing member of staff that supports the HIPPY program and other programs delivered by the organisation. Their salary may be partially paid using HIPPY funding. The role of the HIPPY Line Manager is to:

- Employ a suitably qualified HIPPY Coordinator
- Supports and supervises the HIPPY Coordinator
- Ensures sufficient funding and resources (including office space) are available for HIPPY activities, and
- Ensures compliance with the HIPPY Sublicence and Funding Agreement.

WAGES – HIPPY TUTORS

Each site will employ at least two tutors per cohort for 30 hours per fortnight for at least 34 weeks of the year. Duties include:

- Home visits
- Tutor training and supervision
- Pre- and post-program delivery, and
- HIPPY delivery at group gatherings.

Estimated hours for HIPPY Tutors allow some time for travel for home visits but this may vary according to the distances to be travelled and the needs of the families. HIPPY Tutors would be paid at an appropriate rate. Each site will employ at least two tutors per age cohort for 30 hours per fortnight for at least 34 weeks

of the year. Note, HIPPY Tutors would normally work on a casual basis and any entitlement for casual loading as well as on-costs would also need to be accounted for in the budget.

WAGES – CHILDCARE

Childcare is sometimes required when group gatherings are held with parents and Tutors. An allowance of 30 hours of childcare per year may be required. An appropriate casual rate plus on-costs should be provided.

WAGES – OTHER EMPLOYMENT

There are no specific requirements for any further employment costs under the HIPPY program, but this may depend on each individual site.

PROPERTY COSTS

You will need to budget to ensure that appropriate office accommodation and meeting space is available for the HIPPY Coordinator and Tutors.

CURRICULUM MATERIALS – STORYBOOKS/SHAPES

Each child in HIPPY is provided with seven storybooks in the first year of the program and a further ten storybooks in the second year. The current cost of each book (including delivery) is approximately \$3.50. You will need to budget to provide for number of children x 7 x \$3.50 for Age 3 and number of children x 10 x \$3.50 for Age 5. Additional copies should be ordered for Coordinators and Tutors. Each child in HIPPY is provided with a set of shapes for \$4.00 with additional shapes purchased for Coordinators, Tutors and replacements for families.

CURRICULUM MATERIALS – ACTIVITY PACKS

An activity pack is required for each child for each week of the program. Please note the cost of curriculum materials is subject to change, with current costs approximately \$2.60 per child per fortnight for Age 3 (1st year); and \$2.60 per child per week for Age 4 (2nd year) activity packs. Provide for number of children x 15 fortnights x \$2.60 for Age 3 and number of children x 30 weeks x \$2.60 for Age 4. Additional copies should be ordered for Coordinators and Tutors.

Please note that HIPPY Australia will request orders for all materials once each year. Small orders incur much higher printing, storage and delivery costs and may be charged at a higher rate per item.

MATERIALS – EXTENSION ACTIVITIES

The materials for extension activities consist of crayons, scissors and shapes etc required for each child to undertake the scheduled weekly activities. Shapes are sourced through HIPPY Australia while other items may be sourced locally by each site. Estimate: approximately \$25.00 per annum per child.

MATERIALS – HIPPY MERCHANDISE

A range of merchandise is available. Examples of HIPPY merchandise include HIPPY calico bag (\$3.50), HIPPY plastic mug (\$2.25), HIPPY kids' T-shirts (\$7.25) and HIPPY lunch box (\$8.00).

MATERIALS – OTHER

Allow for costs of materials not otherwise provided for, for example printing and stationery, activities, graduation celebration. Note that storage will be required for some of the materials used in the program or held pending issue to the participants.

MEETINGS AND GATHERINGS

Expenses incurred in conducting meetings for running the HIPPY program including HIPPY Gatherings.

MOTOR VEHICLES

Costs that may be incurred in motor vehicle travel related to HIPPY. This may be a proportion of costs incurred in the use of pool vehicles provided by the auspice body or the reimbursement of costs to employees using their own vehicles. Note that a condition of funding does not allow funds to be used to purchase capital equipment over the value of \$5000.

OFFICE EQUIPMENT

Costs incurred in the purchase or lease of minor items of equipment necessary for the running of the HIPPY program.

PROMOTIONAL COSTS

Costs that are incurred in the promotion of the HIPPY program in the community and at events including merchandise.

TRAVEL

Travel costs (flights, accommodation, transfers, meals etc) will be incurred by the HIPPY Coordinator attending the initial training session with HIPPY Australia in Melbourne and need to be included in the budget. Coordinators are required to attend for up to four days.

The HIPPY Coordinator and Tutors will incur on-going travel costs in attending home visits and in some cases in Tutors attending training.

PROFESSIONAL DEVELOPMENT

Costs incurred in the provision of external professional development opportunities for HIPPY Coordinators and Tutors. This does not include training provided by HIPPY Australia, organisational inductions or weekly Tutor training.

ORGANISATIONAL SUPPORT

Actual or a reasonable allocation of overhead costs incurred by the auspice organisation in relation to the HIPPY program. Note that there is a requirement for administrative assistance in the running of the program. These duties may include:

- Entering statistical and financial data into the HIPPY database
- Providing audited annual financial statements for both the organisation and HIPPY, and
- Ordering and taking delivery of storybooks, activity packs, parent packs and materials required for HIPPY.

OTHER ADMINISTRATION EXPENSES

The classifications above include all known costs that would be incurred in the operation of the HIPPY program, there may be other costs relevant to your organisation that may need be considered here.

13 GLOSSARY

Authorised Delegate	A person who has legal authority to sign a legal contract on behalf of a HIPPY provider
BSL	Brotherhood of St. Laurence
Coordinator	Employee of HIPPY provider responsible for running a local HIPPY site
Community	A location chosen by Australian Government for HIPPY to be delivered
Department of Social Services	Australian Government Department of Social Services
EOI	Expression of Interest
Funding	Provided by the Australian Government Department of Social Services
HIPPY	Home Interaction Program for Parents and Youngsters
HIPPY Australia	National office for supporting operation of HIPPY in Australia. A unit of BSL
HIPPY provider	Local not-for-profit organisation that is responsible for delivering HIPPY in a local community
Line Manager	Employee of HIPPY provider who is suitably qualified to oversee the management of HIPPY
Tutors	Employees of the HIPPY provider responsible for supporting parents
Parents	Members of families within community who participate in HIPPY
Sublicence and Funding Agreement	Sets out the details regarding delivering HIPPY in a community and the funding BSL will provide to the Sublicence holder