

Final application guidelines

Queensland and Commonwealth legal assistance service delivery funding: 2017-20

IMPORTANT INFORMATION

- ✓ Under the legal assistance services program, the Queensland Government will allocate approximately \$51.3 million of Queensland and Commonwealth funding for the delivery of legal assistance services in Queensland over 2017-20.
- ✓ Legal assistance services are:
 - a) free legal services for vulnerable and disadvantaged people; and
 - b) free court/tribunal support and advocacy services for vulnerable and disadvantaged people.
- ✓ The Queensland funding available to be allocated for service delivery through this process is based on the amount allocated in 2016-17, plus indexation and an additional \$200,000 per annum over 2017-20.
- ✓ The Commonwealth funding available to be allocated for service delivery through this process is approximately \$1.8 million less in 2017-18 compared to 2016-17. The Commonwealth funding is provided to Queensland under the [National Partnership Agreement on Legal Assistance Services 2015-20](#) (the NPA).
- ✓ The [NPA](#) also provides guidance on priority clients and services. The principles of the NPA should be adopted in the delivery of legal assistance services, as applicable.
- ✓ An open application process with mandatory evaluation criteria will be undertaken to allocate the funding. The process involves applicants:
 - a) demonstrating how they deliver legal assistance services in accordance with the principles of the [National Strategic Framework for Legal Assistance 2015-20](#); and
 - b) drawing on the latest evidence and analysis of legal need, overlaid with any additional evidence (i.e. local evidence) to support their applications.
- ✓ Community Legal Centres Queensland has delivered a [report](#) containing the latest evidence and analysis of legal need. Practically, the [report](#) should assist:
 - a) generalist service providers to identify vulnerable groups within their catchment, which are overrepresented within their region. The information should be used in service design and delivery, including adopting strategies to make legal assistance services appropriate and accessible for these groups; and
 - b) specialist service providers to identify regions where people are more likely to need their assistance, and develop a service delivery model which incorporates strategies to ensure legal assistance services are appropriate and accessible for these groups.
- ✓ Information provided in the application form and required attachments will be the only information considered during the evaluation process. Additional information (e.g. letters of support) provided by applicants will not be considered.
- ✓ The Queensland Government reserves the right to negotiate with applicants in relation to the services and funding.

- ✓ The Queensland Government reserves the right to request an independent review of applicants' financial statements. The Queensland Government may decline to consider or accept an application from an organisation that has not been able to satisfy that it has sufficient financial capacity to satisfactorily deliver the services in accordance with the terms.
- ✓ Funding and services will be formalised under service agreements. The Queensland Government's [standard terms](#) for contracting social services will form the basis of the service agreements. Financial and performance reporting requirements will apply.

Information and support

- ✓ Community Legal Centres Queensland is available to provide general information and support to organisations on the application process. This information and support is available through:
 - a) practical resources to assist organisations to complete the application form;
 - b) a workshop on the [latest evidence and analysis of legal need](#) and practical resources; and
 - c) webinars on using an evidence base for service planning and completing the application form.
- ✓ The practical resources and information about the workshop and webinars will be available through [QTenders](#).
- ✓ Community Legal Centres Queensland will not sight or provide advice on individual applications and is not involved in the evaluation process. Any queries outside of the scope of Community Legal Centres Queensland's engagement should be directed to the Queensland Government through [QTenders](#).

HOW TO APPLY

- ✓ To apply for funding, your organisation **must** be registered with [QTenders](#) (refer to the [user guide](#) for assistance with the registration process).
- ✓ Applications must be submitted via [QTenders](#) by **2:00pm AEST on Friday 18 November 2016**.
- ✓ Late applications cannot be accepted, unless the Evaluation Team considers that there are extenuating circumstances that are beyond the organisation's control.
- ✓ Applicants may submit questions via [QTenders](#) up until **5:00pm AEST on Friday 11 November 2016**. Responses will be issued to all potential applicants through [QTenders](#) via an addendum.

EVALUATION PROCESS

The funding will be allocated under [Queensland's legal assistance model](#). The evaluation criteria for the application process are directly related to a set of 2017-20 funding strategies, which were developed in consultation with Queensland's legal assistance sector. The 2017-20 funding strategies are largely adapted from the principles of the [National Strategic Framework for Legal Assistance 2015-20](#).

Applications will be:

1. screened to determine whether the mandatory evaluation criteria have been met;
2. evaluated against criteria relating to the quality of the services; and
3. evaluated against a criterion relating to the value for money of the services.

An Evaluation Team will consider the outcomes of the evaluation and an appropriate mix of services to ensure viability of the service system when making recommendations to the Attorney-General. The Attorney-General will make the final decision on the allocation of the funding. It is anticipated that applicants will be advised of the outcomes of the process by 31 March 2017.

Mandatory evaluation criteria

To meet the mandatory evaluation criteria, applicants must meet one of the 'quality standards', one of the 'service requirements' and both of the 'other requirements'.

Quality standards (must meet one)

- a) The organisation is certified under the National Accreditation Scheme; or
- b) The organisation is certified under/complies with the Queensland Government Human Services Quality Standards, or equivalent quality standards that are relevant to the services.

Service requirements (must meet one)

- a) The organisation delivers free legal services for vulnerable and disadvantaged Queenslanders; or
- b) The organisation delivers free court/tribunal support and advocacy services for vulnerable and disadvantaged Queenslanders.

Other requirements (must meet both)

- a) The organisation has submitted a copy of its audited 2014-15 financial statements and unaudited 2015-16 financial statements through QTenders; and
- b) The organisation has completed all sections of the application form.

Quality criteria

#	Criterion	Weighting
1	The legal assistance services focus on, and are accessible to, people facing vulnerability and disadvantage.	20%
2	The legal assistance services are appropriate, proportionate, client-focussed and tailored to people's legal needs and capabilities.	20%
3	The legal assistance services are collaborative with government services and other services to provide joined-up services to address people's legal and other problems.	20%
4	The legal assistance services identify and resolve legal problems in a timely manner before they escalate.	20%
5	The legal assistance services empower people to understand and assert their legal rights and responsibilities and to address, or prevent, legal problems.	20%

Value for money criterion

#	Criterion	Weighting
6	In the context of client needs and locality, the model for delivering the services provides value for money in terms of the services that can be delivered with the funding sought.	100%