

Creating Connections Education Employment Pathways (CEEP) Application Form

CEEP provides young people who are homeless or at risk of homelessness in Melbourne's north, west and inner south, with brokerage funding that will assist them to access or sustain education, employment, and training.

Workers supporting young people 16–25 years of age who are homeless or at risk of homelessness, can apply for funding on behalf of their client using the following application form.

Please see the CEEP FAQs and funding caps documentation for further information about use of CEEP funds.

Please forward completed application forms to:

Email: ceep@mcm.org.au

The CEEP Administrator will contact you to advise the outcome of your application and whether it has been approved (in full or part) or not.

Please note, if this application is approved, the submitting worker must provide invoices to CEEP for reimbursement **within one month of approval**, unless otherwise agreed with the CEEP Administrator.

A tax invoice from your organisation and copies of all receipts must accompany your application.

Geographical Area

I wish to apply for funding for an applicant who is receiving homelessness support in:

- North West
- Inner South

Worker/Support Service Details

Contact person:

Referring agency:

Program name:

Postal address and post code:

Contact phone number and email:

Has the attached consent form been signed by both yourself and the young person?

(NB This form must be signed prior to submitting the application.)

Yes No

Service Type:

Specialist homelessness service Other Type (please specify):

(NB Youth Refuge providers in receipt of Refuge Brokerage cannot submit a CEEP application)

Young Person's Details

Alpha Code:

(the 2nd and 3rd letters of the clients first name, and 2nd, 3rd and 5th letter of the clients last name)

Gender:

Age:

(CEEP funding is available to clients aged 16–25 years only)

Country of birth:

Australia
 Other

Does the Young Person identify as Aboriginal or Torres Strait Islander?

Yes No

Was the young person involved with the Dept of Human Services? (ie: protective services or youth justice)

Yes No

Where?

Length of homelessness or length of time applicant has been at risk of homelessness

The funding applied for is to be used for the purposes of

Type of accommodation (ie, THM, share house, private rental)

If Employment is selected, please indicate if it is:

Primary income (Identify one only)

Apprenticeship
 Traineeship
 Other

Details of the Young Person's Employment, Education and Training Pathway

1. Please describe the course, training or employment that this CEEP application will support.

2. Have you and the young person considered barriers other than homelessness that they may be facing in returning or sustaining their EET pathway?

(Barriers may include mental health issues, family breakdown, drug and alcohol, caring responsibilities, gambling etc).

3. What are the young person's goals in relation to engaging in or continuing in education, employment or training?

4. Based on your discussions with this young person do you believe they are ready to engage in or continue their EET pathway?

5. Have you and the young person explored all other avenues for financial assistance to support their EET goals? For example, financial hardship requests to the school, Centrelink advanced payment.

6. Will you be continuing to provide case managed support to this young person during the period they are accessing CEEP funding? What strategies are in place for when your support period comes to an end to ensure that the young person's EET pathway is sustainable?

Case Plan

Please identify the items that CEEP funding is sought for and the relevant case goals that purchase of these items will support.

This table is for CEEP items being applied for in this application. Insert extra rows as needed.

Goal	Item required as associated with the goal (if applicable)	Cost of item requested through CEEP
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	Total	\$

Please refer to our document regarding the items that are capped. You can request a copy of this from the CEEP Administrator ceep@mcm.org.au or visit our website www.mcm.org.au

Consent to Disclose Form

Regarding all the information provided in my application for CEEP Funding, I understand that:

- The CEEP Administrator will retain the information as supporting evidence for CEEP records.
- I (the applicant) understand that the CEEP Administrator and/or CEEP Panel are independent workers who will look at my application for funding and who will operate in line with the Information Privacy Act 2000. CEEP Panel members will use only relevant information about my personal circumstances and activities provided in the case plan.
- My (the applicant) personal identifying information provided on this consent form will not be given to anybody apart from the CEEP Administrator, the Manager, and the CEEP Panel who review my application.
- Information about the outcomes of my (the applicant) involvement with CEEP may be used as a good example of success when information about CEEP is published or presented in public. However, other people will not know that I have participated in CEEP because my identity will not be disclosed.

Applicant's Name:

Applicant's Signature:

Date:

Worker's Name:

Worker's Signature:

Date:

Creating Connections Education Employment Pathways (CEEP) Application Form Check List

Please ensure that all sections in your CEEP application have been completed, as **incomplete assessments will not be assessed**, and will be returned to the referring worker for thorough completion

- Worker/Support Service Details section is complete
- Young Person's Details section is complete
- Details of the Young Person's Employment, Education and Training Pathway section is complete
- Relevant sections of the Case Plan have been completed
- Consent to Disclose Form is complete
- Quotes for CEEP funded items are attached

Please allow a two-week processing period for CEEP applications.

Please contact ceep@mcm.org.au for any queries.