



Australian Government
Department of Defence

Family Support Funding Program

Guidelines 2019

PREFACE

The Family Support Funding Program (FSFP) Grants recognises the valuable role of Australian Defence Force (ADF) families in the community. The FSFP recognises the desire of Defence families to help themselves and to determine community needs in their local area.

The Defence Community Organisation (DCO) is responsible for the policy, management and day-to-day administration of the FSFP through its FSFP team. Funding for single and multi-year grants is available to eligible not-for-profit community organisations that support Defence families to connect with one another and the Defence community.

A glossary of key terms used in these guidelines is attached at Appendix A.

If your organisation is interested in applying for an FSFP Grant in 2019, please read these guidelines carefully and consider contacting the FSFP team as part of drafting your application to seek advice on the eligibility of your proposed project, other parties which may be able to support your project and other possible funding sources to compliment your application. Asking these types of questions as part of submitting a grant application process may lead to a more favourable outcome. All consultations should be completed prior to submitting the application form.

Further information is available at defence.communitygrants@defence.gov.au

Table of Contents

PREFACE	2
1. PROGRAM OVERVIEW	5
1.1 What is an FSFP grant?	5
1.2 Aim	5
1.3 Role of the Minister	5
1.4 Funding for the program	5
1.5 Important Dates	5
2. ELIGIBILITY INFORMATION	6
2.1 Who is eligible?	6
2.2 Who is not eligible?	6
2.3 Selection criteria	6
2.4 Eligibility of items	7
2.5 Co-contributions	7
3. APPLICATION PROCESS – HOW TO APPLY	8
3.1 Application conditions	8
3.2 Applicant's responsibilities	8
3.3 What needs to be included?	8
3.4 What should not be included?	8
3.5 Lodging an application	8
3.6 Late applications	8
3.7 Assessment of applications	8
3.8 Value for money	9
3.9 Funding caps	9
3.10 Insurance	9
3.11 Notification	9
4. SUCCESSFUL APPLICANTS	10
4.1 Funding Agreement	10
4.2 Grant payments	10
4.3 Monitoring and Compliance	10
4.4 Request to vary grant expenditure	11
4.5 Audit Requirements	11
4.6 Program Evaluation Reporting	11
4.7 Carry Forward of Unspent Funds	11
5. ROLES AND RESPONSIBILITIES UNDER THE PROGRAM	13
5.1 DCO responsibilities and accountability	13
5.2 Organisation responsibilities and accountability	13
5.3 Misuse of grant funds	13
5.4 Web based reporting	14
5.5 Review of the Program	14
6. OTHER IMPORTANT REQUIREMENTS	15
6.1 Social media	15
6.2 Conflicts of interest	15
6.3 Taxation and grants	15
6.4 Disclaimer	15
6.5 False or misleading information	16
6.6 Privacy	16
6.7 Contact information	16
APPENDIX A - EXPLANATION OF TERMS	17

1. PROGRAM OVERVIEW

1.1 What is an FSFP grant?

The FSFP provides grant funding to community organisations who can deliver support and services of value to Defence families and the community they live in. Any incorporated not-for-profit organisation can apply for an FSFP grant, provided they can demonstrate their commitment and ability to deliver local community programs or projects with a strong focus on supporting Defence families and the Defence community.

The FSFP provides single and multi-year grants. Multi-year grants are available in two or three year funding terms.

Single-year grants are the default arrangement, organisations wishing to be considered for multi-year funding must have demonstrated track record of strong governance.

Applications will be prioritised according to how strongly they meet the selection criteria.

1.2 Aim

FSFP provides funding to not-for-profit organisations to:

- Support Defence families engage with their local communities by:
 - facilitating learning opportunities and promoting personal growth, wellbeing, and support child and youth development
 - creating opportunities to form new friendships and networks and share information and ideas to help them manage the demands of military life
- Support community capacity building and partnerships by:
 - developing new initiatives in response to emerging needs and priorities identified within the Defence community
 - identifying and nurturing partnership opportunities to support the delivery for a strengthened sense of community for Defence families

1.3 Role of the Minister

The Minister for Defence has overall responsibility for the approval of FSFP grants. The final decision will be made by the Minister following advice and recommendations provided by the Family Support Advisory Committee (FSAC).

1.4 Funding for the program

Approximately \$1.6 million has been allocated for the 2019-20 financial year. Successful applications will receive a grant between \$2,000 and \$75,000. All amounts are GST not applicable.

1.5 Important Dates

Activity	Key Dates
Applications open	3 December 2018
Applications close	7 February 2019
Notification of outcomes and funding announcements	1 July 2019 onwards
Expected completion date	30 June 2020

2. ELIGIBILITY INFORMATION

The Department of Defence can only enter into a funding agreement with an organisation that is a legal entity. If an organisation is not a legal entity, an eligible sponsor organisation may apply for funding on its behalf.

2.1 Who is eligible?

To be eligible, applicants must be one of the following Australian not-for-profit organisations whose volunteers' work supports families and/or communities in Australia and are **legal entities** and have been operating for 12 months or longer:

- incorporated Associations
- incorporated Cooperatives
- companies – not-for-profit proprietary companies or public companies, incorporated under the *Corporations Act 2001* and
- organisations established through a specific piece of Commonwealth or state/territory legislation (for example, many public benevolent institutions and churches).

2.2 Who is not eligible?

Organisations that may not be eligible for funding include, but are not limited to:

- organisations that are not legal entities
- for-profit organisations, partnerships, research foundations, professional associations or statutory authorities, individuals/sole traders
- Trustees on behalf of a Trust
- any government or non-government stakeholders such as industry and small business who are not considered part of the not-for-profit sector.

2.3 Selection criteria

FSFP grant funding for 2019 is limited and it should be noted that the process is highly competitive and applications will be assessed and prioritised against the selection criteria and according to merit. Meeting the selection criteria does not guarantee funding. Applications will be assessed based on the following selection criteria.

Essential:

- funded activities will meet one or more of the aims of the program
- organisation maintains incorporation or registration as a legal entity
- organisation have an appropriate committee structure and can demonstrate effective governance including financial management and risk and audit management
- organisation hold appropriate public liability insurance (refer to insurance section at 3.10)
- in the interests of probity, office bearers are not DCO staff or Defence employees in their official capacities
- funded activities will not replicate services offered by DCO or the Department of Defence
- the grant request clearly demonstrates that the project will achieve value for money.

Desirable:

- the service meets the needs of Defence families in remote locations
- work with Defence families to develop longer term meaningful engagement with others in their community
- improving the community capacity, especially where there is identified gaps in the community to meet the unique needs of the defence lifestyle or
- projects that show a commitment to ongoing continuous improvement and responds to community needs.

Organisations invited to apply for a multi-year grant must:

- have been a previous FSFP recipient demonstrating a proven track record in delivering programs/services with a community benefit
- demonstrate the capacity to secure funding from a diverse range of sustainable sources and
- practice good governance.

2.4 Eligibility of items

Actual eligible and non-eligible items are determined by the FSAC based on available funds and the number of successful applications. Applicants should include a brief description under each eligible category should it not be self-explanatory. Please note the following list is a guide only.

Eligible categories may include:

- salary and related costs
- administration expenses
- event and venue hire costs
- activity and related consumable costs
 - craft supplies
 - first aid supplies
 - sporting equipment
 - library resources, toys,
- wellbeing and resilience courses.

Items that are not eligible include, but are not limited to:

- core operating costs (bank charges, incorporation costs, utilities)
- large consumables (audio-visual equipment, whitegoods, furniture)
- IT web hosting fees and servicing
- entry fees to local attractions
- swimming lessons
- mileage, travel or accommodation
- portable and highly attractive items (IPads, cameras, laptops)
- renovations/repair to buildings (air conditioning, fences, decking, plumbing or electrical work)
- resuscitation equipment, heart rate monitors
- items not permitted or approved in your local area under local council rules and regulations
- items not reasonably costed.

2.5 Co-contributions

It is important to provide what other sources of funding will be contributed to the project. This includes confirmed and unconfirmed funding as well as in kind contributions.

3. APPLICATION PROCESS – HOW TO APPLY

3.1 Application conditions

The FSFP application is not an agreement or contract. Meeting the selection criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the selection criteria. Incomplete applications will not be considered.

3.2 Applicant's responsibilities

It is the responsibility of the applicant to ensure that their application is complete and accurate. Giving false or misleading information to the Department of Defence is a serious offence, applicants or their partners who do so may be prosecuted under section 137.1 of the *Criminal Code Act 1995*.

Make sure a copy of your application and any supporting papers are kept, either electronically or in hard copy, for your own records. Only one application per organisation will be assessed.

It is mandatory that those applicants located on a Defence establishment be endorsed by the Base Commanding Officer. Alternatively, a letter of support to be on base may be included as an attachment to the application form.

3.3 What needs to be included?

The FSFP team will not assess applications that do not contain all mandatory attachments outlined in the application form.

3.4 What should not be included?

Any attachments to the application form which are not specifically requested in the application form.

3.5 Lodging an application

The FSFP grant application form for 2019 is the only approved form that will be considered when assessing applications for grant funding.

The FSFP grants application form and guidelines for 2019 is available on the DCO's website at <http://www.defence.gov.au/DCO/Community/FSFP/default.asp>

Applications for funding will only be accepted via email: defence.communitygrants@defence.gov.au

3.6 Late applications

If an application is submitted after the closing date, the FSAC assessment panel may determine that there were exceptional circumstances beyond the applicant's control that meant the deadline could not be met. The applicant will need to supply evidence to support any exceptional circumstances.

3.7 Assessment of applications

The FSFP grant round 2019 is a competitive process. The FSAC assesses and prioritises all applications received against the set criteria. The FSAC then provides advice about the recommended recipients, the value of the grants and any relevant terms and conditions, to the Minister for Defence for approval.

The FSAC representatives consist of members from the three Services, DCO and the National Convenor of Defence Families of Australia.

The Department of Defence may exercise the option to seek additional grant applications during the funding cycle. Potential grant recipients will be assessed against the set criteria by FSAC representatives.

The FSFP team will acknowledge applications on receipt and may request further information, if required.

3.8 Value for money

In assessing the extent to which the application represents values for money, the FSAC will have regard to the following:

- the relative merit of each application
- the overall objective/s to be achieved in providing the funding
- the relative cost of the proposal, or elements of the proposal
- the extent to which the applicant has demonstrated to manage the funding proposal taking into consideration all possible sources of finance and
- the geographic location of the proposal.

3.9 Funding caps

The provision of funds is subject to annual budgetary appropriation from the Department's budget and funds availability. Where funding levels are affected by appropriation, the amount paid by Defence may be adjusted accordingly. Caps may be applied to certain categories under the FSFP grants as part of ongoing financial management of the program.

Funding caps are determined by the FSAC based on the funds available and the number of recommended applications. Groups must also demonstrate a financial contribution to the project or provide a justification to why this is not possible.

3.10 Insurance

To be eligible for FSFP grant funding organisations must hold, or be in a position to obtain, appropriate public liability insurance. A copy of the organisations current insurance policy should be attached to the application form.

Groups require insurances for public liability, products liability, contents, volunteer personal accident, Directors and Officers insurance and worker's compensation coverage.

3.11 Notification

All applicants will be advised of the outcome of their applications via email.

Requests for additional feedback or registering of complaints must be received in writing within 30 days from the date of notification from the FSFP team and addressed to the Manager, Defence Community Support Programs.

4. SUCCESSFUL APPLICANTS

4.1 Funding Agreement

Successful applicants will have 12 months from Ministerial approval to undertake the activity and spend the grant for the purpose of undertaking the activity. These applicants will receive a Letter of Approval, Certificate of Compliance and a Letter of Agreement from the FSFP team and will be asked to accept the terms and conditions in the Letter of Agreement as well as the Commonwealth general grant conditions. Any organisation failing to meet the terms of the agreement during the grant year may forfeit their eligibility to receive funding in subsequent years.

Funded organisations are responsible for ensuring the terms and conditions of the Letter of Agreement are met. Funds will be made available after the returned signed Letter of Agreement. There is no binding agreement until the Letter of Agreement is signed by the funded organisation, the FSAC Chairperson and the Defence Finance Group (DFG) authorised delegate.

Grants are unable to be paid to organisations where there is an acquittal still outstanding from a previous FSFP grant. Funding is not transferrable and can only be paid to the organisation that applied under the FSFP grant.

4.2 Grant payments

Grant payments will be made available to successful applicants annually (this includes multi-year grants) once all acquittal/evaluation reporting has been met. Recipients must spend the grant only on the activities approved in the project. Grant payments will be made available on receipt of a tax invoice. FSFP funding is considered GST not applicable.

Grant payments will be made by direct credit to an organisation's bank account, per the banking details provided in the application. Bank account details provided by grant applicants must pertain to the organisation, not to personal accounts. Defence's payment policy is up to 30 days from the invoice date. Grant payments may be withheld if there is any uncertainty over governance, performance or capacity to deliver the agreed program.

Note: any previous FSFP grants must be fully acquitted prior to a new grant being paid, this includes multi-year grant funding. Grant funds should be expended as soon as practicable on receipt of the FSFP grant.

4.3 Monitoring and Compliance

As a condition of accepting a grant, FSFP recipient organisations are required to participate in compliance processes such as monitoring and site visits.

All compliance activities are to be recorded and forwarded to the FSFP team to ensure that a grant is delivering on its objectives, and to assist the program to strengthen and improve service provision.

Additionally, the FSFP team may conduct random monitoring of grant expenditure and performance progress at any time during the funding cycle. These performance reports will provide an indication whether:

- FSFP recipient's performance, including governance, is meeting expectations
- an FSFP recipient is compliant with conditions in its funding contract
- grant funds are being used as intended
- service delivery is viable and sustainable
- risks are identified and managed
- action or support for an FSFP recipient is required.

Note: These are the minimum requirements for an FSFP recipient to be compliant.

FSFP grant recipients will be advised of the potential for cancellation of projects and return of unspent funds if monitoring identifies the conditions of the grant are not being met. Monitoring should be conducted at the recipient's location.

4.4 Request to vary grant expenditure

FSFP recipients may seek approval from the FSFP team for a variation to their original funding. Applications for variation are required to meet the original aim of the approved project. Applications for variations may be requested at any time.

Applications for variations will only be accepted via email: defence.communitygrants@defence.gov.au

4.5 Audit Requirements

In preparation to meet the FSFP financial reporting and audit requirements, a copy of the letter of agreement, Certificate of Compliance, FSFP guidelines and receipts should be provided to your auditor.

The auditor must be independent to the organisation and adhere to the applicable Australian Accounting Standards.

The completed Certificate of Compliance should be accompanied by an audit opinion. This audit report should confirm that the funding has been spent in accordance with the letter of agreement and specify the amount, if any, of the grant provided for the activity that remains unspent and uncommitted for that financial year. The report should also detail any other matters pertaining to the grant funding that the program needs to be made aware of.

Multi-year recipients must acquit funding each year as per single year grants as part of the release of subsequent financial year funding.

It is the responsibility of the organisation to maintain a complete set of records for acquittal and record keeping purposes, including all receipts and financial statements for at least five years after the activity period as required by legislation.

Note: It is not necessary to send receipts to the FSFP team, unless requested to do so.

The completed Certificate of Compliance, signed by the auditor, must be forwarded to the FSFP team within one month of completion of expenditure or advised by the FSFP team in the year following the awarding of the grant. The completed Certificate of Compliance should be accompanied by a completed evaluation report (see section 4.6).

If an organisation disbands, any residual funds acquired through the FSFP, must be returned to the FSFP team with a formal acquittal prior to the organisation winding up affairs.

Organisations can bid for the cost of auditor's fees in the annual FSFP grant.

4.6 Program Evaluation Reporting

As a condition of the grant, an evaluation report must be submitted with the acquittal. This report is available from the DCO website <http://www.defence.gov.au/DCO/Community/FSFP/default.asp>
Data collated is measured to identify issues and trends and the effectiveness of each grant and the overall program.

Further funding consideration and the release of any single or multi-year grant funding will be dependent upon the organisation providing the evaluation report demonstrating adequate progress and/or results.

4.7 Carry Forward of Unspent Funds

Following the audit requirements, organisations that have unspent funds for that financial year may be eligible to carry the funds over into the new financial year. The FSFP team will determine if the remaining funds may be used for the same activity purpose/s as originally approved, depending on the completion status of the approved project. Other considerations will be the commitment of continuing FSFP funding for the approved project to determine if the unspent funds must be returned to Defence.

It is the responsibility of the committee to retain receipts for any funds carried forward and provide sufficient evidence to the FSFP team once the residual funds have been expended. Any carry forward funds that remain unspent during the new financial year must be reported at the next acquittal process.

5. ROLES AND RESPONSIBILITIES UNDER THE PROGRAM

5.1 DCO responsibilities and accountability

DCO as the administering body is responsible for overall program management, ongoing policy development and performing periodic compliance and evaluation checks of the FSFP. Management of the FSFP grants and components under the program are the responsibility of the FSFP team in the Defence Community Support Programs, under the Directorate of Community Support & Information Services (DSCIS).

The FSFP team are available to provide advice on administrative issues pertaining to the grant program. DCO employees are not responsible for, nor expected to take an active role in the administration, planning or day-to-day operations of the organisation.

FSFP team responsibilities include:

- overall program management and policy development
- development of program documentation, including program and operational guidelines and reporting templates
- management of selection processes, as required
- high-level reporting
- governance support and policy advice to community groups
- assist organisations with issues pertaining to the grant program at the request of a management committee
- providing clarification of policy or operational requirements
- monitoring, review and evaluation of the Program and strategies and
- day-to-day management of FSFP grants.

DCO area office responsibilities include (where applicable):

- provide comment on FSFP applications received within their area as subject matter experts who deal with the Defence community groups and centres
- maintain regular stakeholder engagement providing feedback to the FSFP team during the funding cycle
- work collaboratively with organisations throughout the term of the grant.

While DCO area office staff and the local Commander may comment on the bids, they are not responsible for assessing, prioritising or recommending applications for approval.

5.2 Organisation responsibilities and accountability

Organisations must inform the FSFP team of any key changes to the structure/committee or its business activities if they affect the ability to complete the project or carry on business.

5.3 Misuse of grant funds

The FSFP is managed to ensure the efficient and effective use of public monies. This is consistent with the *Commonwealth Grant Guidelines* and the *Commonwealth of Australia Funding Agreement*.

Funding must only be used for the purposes for which it was provided. The FSFP team requires funding recipients to provide financial statements/reports in accordance with the FSFP funding agreement.

Recovery or legal action will be taken against organisations/individuals that breach the terms and conditions of the FSFP grant resulting in funds being repayable to the Commonwealth. Any areas of concern such as suspected fraud, misappropriation or misuse of grant funds must be notified without delay to the Manager Defence Community Support Programs so that appropriate processes can be implemented.

5.4 Web based reporting

Defence is required to report to the public all successful grants recipients awarded FSFP funding each financial year. The list of FSFP successful grant recipients is displayed on the Department of Defence website <http://www.defence.gov.au/Publications/#G> once recipients are notified of the outcome of their application.

5.5 Review of the Program

The FSFP team is committed to the continuous improvement of the grants program. The FSFP team invites feedback at the end of the application and acquittal form on how the FSFP team can improve the grant program and processes.

6. OTHER IMPORTANT REQUIREMENTS

6.1 Social media

Social media allows communities to share events and activities, communicate key messages and create awareness of opportunities and services in the community they live in.

All organisations should already have in place guidance for use of social media. However, as a general rule, organisations **should not** post material that is offensive towards any group or person based on any personal traits, attributes, beliefs or practices that exploit, objectify or are derogatory of gender, ethnicity or religion.

In addition, organisations in receipt of FSFP funding must exercise judgment to ensure that no information breaches security, adversely affects the safety and wellbeing of their participants and their families or that might damage the organisation, DCO or Defence's reputation.

6.2 Conflicts of interest

A conflict of interest can arise when an applicant's integrity, objectivity or fairness in performing the services is at risk due to a pecuniary interest of a person or organisation associated with the applicant or a conflicting business arrangement.

Applicants must identify in their application any potential or actual conflicts of interest they believe will or may arise from submitting the application. This should address their responsibilities to the Australian Government and other parties in the course undertaking the activity.

The application must specify how any actual or perceived conflict of interest will be addressed and monitored to ensure it does not compromise the outcomes desired for this program.

The FSFP reserves the right to assess the potential impact of the conflict of interest or perceived conflict of interest and what plans, if any, are proposed to address the conflict of interest in relation to the application for funding. The FSFP may reject an application if it is not satisfied that there are arrangements in place to appropriately address/manage a perceived or actual conflict of interest. The FSFP team also has mechanisms in place for identifying and managing potential or actual conflicts of interest such as requiring assessment staff to sign conflict of interest declarations prior to undertaking the assessment of applications.

It is also a requirement for any members of the FSAC to declare any conflicts of interest when assessing and prioritising FSFP grant applications.

6.3 Taxation and grants

The FSFP grants have been assessed on the information provided to be in accordance with the *Commonwealth Grant Rules and Guidelines*, that they are not a procurement of goods and/or services and have no Goods and Services Taxation (GST) implications.

6.4 Disclaimer

The Australian Government will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with these Guidelines, or arising from any ambiguity, discrepancy or error contained in an application.

6.5 False or misleading information

Applicants should be aware that giving false or misleading information to the Commonwealth is a serious offence under the *Criminal Code Act 1995 (Cth)*. Where false or misleading information is provided, or relevant information withheld, criminal or disciplinary action under the *Public Governance, Performance and Accountability Act 2013*, *Defence Force Discipline Act 1982*, *Public Service Act 1999*, or the *Criminal Code Act 1995* may be taken. If the applicant is a member of the ADF, or an employee of the Australian Public Service, administrative action may also be taken by Defence and sanctions imposed. Applications may be disregarded if, in the belief of the Department, false or misleading information has formed a component of an application.

6.6 Privacy

The Department of Defence is bound by the provisions of the *Privacy Act 1988* (Privacy Act). Section 14 of the Privacy Act contains Information Privacy Principles (IPPs), which prescribe the rules for handling personal information. Personal information is defined in section 6 of the Privacy Act as:

“... information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.”

More information can be found at <http://www.defence.gov.au/DPG/ComplaintResolution/privacy.asp>.

6.7 Contact information

The FSFP team can be contacted by email at defence.communitygrants@defence.gov.au.

APPENDIX A - EXPLANATION OF TERMS

For the purpose of the FSFP, the following definitions/explanations apply to these guidelines.

Accredited auditor refers to a fully qualified person with registered membership of an Australian recognised professional accountancy society/organisation. For reasons of probity, the accredited auditor should not be a member of the committee. Exceptions will be made to this requirement only in respect of grants paid outside Australia.

Appropriate committee structure is bound by a not for profit organisations constitution or set of rules. Generally organisations will have a president, secretary and treasurer. These board members are not paid, but involved with the planning, management and decision-making of the organisation.

Area is considered to be a military base including those Defence families living within reasonable proximity to that base. In the urban regions it would normally be defined as the area of operation of a DCO area office team.

Audit refers to a full audit by an accredited auditor. The audit should include an audit of the books of account, bank statement, cheque butts, asset register, minutes of meetings authorising expenditure and receipts for goods purchased. Additionally, the audit should ensure that any payments owed to the Australian Taxation Office have been made and that any staff payments are current and are in accordance with the applicable state/territory requirements.

Core operating costs refers to expenses associated with organisations existing and day-to-day operations. Items include bank charges, incorporation/annual return costs and utilities.

Current members refer to the total number of people who have applied for, and have been accepted as a current attending member of the organisation. The membership can include paid or unpaid membership. Organisations should maintain a membership register that is available for inspection.

Defence families mean a group or number of Defence families (eg. partners, children of serving members of the ADF).

Family refers to the family of a Defence member that consists of the spouse or interdependent partner and children who normally live with the Defence member.

Good governance is about the processes for making and implementing decisions. It incorporates being accountable, transparent, by including consultation policies and practices, meeting procedures, service quality protocols and officer conduct, role clarification and good working relationships.

In-kind contributions are non-cash contributions towards the total project cost. In-kind contributions must directly relate to delivering the project activities.

Interested parties refer to other persons who may have an interest in the FSFP process. The term is intended to be inclusive, that is anyone interested in attending a meeting should be encouraged. Interested parties do not have voting or speaking rights.

Not-for-profit is an organisation that does not operate for the purpose of profit, personal gain or other benefit of particular people, when it is in operation or when it is wound up. Whilst a not-for-profit is allowed to generate profits, the profits must be used to carry out its purpose and cannot be distributed to the committee, its members or individuals.

Registered child care provider is person or organisation that is currently registered with a State or Territory Government to provide child care services, or has successfully received approval from their respective state or territory authority to work with children. Registered providers must have an ABN and provide a genuine tax invoice.

The Family Support Advisory Committee comprises the following members:

- *Chair:*
Director National Programs, Defence Community Organisation, (DCO)
- *Committee Members:*
Manager Defence Community Support Programs, (DCO)
National Convenor Defence Families of Australia (DFA)
Service Representatives from Navy, Army and Air Force.

Value for money is a term used to assess whether or not an organisation has obtained the maximum benefit from the goods and services it both acquires and provides, within the resources available to it. It not only measures the cost of goods and services, but also takes account of the mix of quality, cost, resource use, fitness for purpose, timeliness, and convenience to judge whether or not, together, they constitute good value.