

FACS SCHOLARSHIPS 2018

Guidelines for Completing the Application Form - New Applicants

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ABOUT THE PROGRAM

Future Directions for Social Housing in NSW was launched in January 2016. Future Directions outlined the NSW government's focus on improving educational outcomes and employment opportunities for social housing clients to help them divert from, or successfully transition out of, social housing.

What is the FACS Scholarships Program?

The FACS Scholarships Program helps young people living in social housing, students on the NSW Housing Register (waiting list) and/or living in crisis accommodation to complete their schooling. New applicants enter the program in Year 10 and if they remain eligible will receive a payment of \$1,000 each year whilst they continue their education. The payment is to be spent on educational related items.

Who can apply for a FACS Scholarship?

Any NSW high school or TAFE college student who meets the following criteria can apply. A student who has previously been awarded a FACS Scholarship can reapply.

A student must be:

- living in social housing in NSW (public housing, Aboriginal housing, community housing) or on the NSW Housing Register (wait list), receiving FACS private rental assistance, receiving crisis/supported accommodation or be in out-of-home care
- studying in Year 10, 11 or 12 at a NSW high school or TAFE, completing a school based apprenticeship or traineeship, or studying a VET subject at school in 2018
- an Australian citizen or permanent resident
- not earning an income higher than the NSW social housing eligibility limits (if earning an income). Currently set at \$610 per week for a single adult.

How to apply for a FACS Scholarship?

- You must register on the online application portal in FluidReview <https://nsw-facs.fluidreview.com/>
- Complete a Pre-Eligibility check
- Complete the New Applicant - Application Form
- Upload a Social Housing Confirmation
- Upload a School Reference
- Upload a Principal Endorsement
- Complete the Applicant Declaration and Consent
- Refer to the checklist on page 9 of these guidelines and ensure all sections of the application form have been completed.
- SUBMIT the application to move to the next stage

Submit your completed application form by Friday **5:00pm, 23 February 2018**

Late applications will NOT be considered. No extensions are available.

Where to get information about the Scholarship Program?

Web: <http://www.housing.nsw.gov.au/social-housing/facs-scholarships>

Phone: Housing Contact Centre on 1800 422 322, for Housing Services press 2 then press 4 for General Enquiries

Email: education@facs.nsw.gov.au

What happens to my application once it is submitted?

You will receive an acknowledgement email confirming receipt of your application.

All applicants will be notified in writing about the outcome of their application by April 2018.

Your education institute will also be notified of the outcome of your application.

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REGISTRATION

The application is completed through an online management program called FluidReview.

Click on the URL link (<https://nsw-facs.fluidreview.com/>) to start the online application. It is advisable to access from a laptop or desktop PC as smart phones will not be able to provide the full application site and function.

If you are a new user, please go to Need An Account and click on 'Sign Up'. Please remember that registration must be in the name of the applicant (student) and not the parent/guardian/support person.

If you already have an account with FluidReview, go to Sign In and enter your email and password. Please use a personal email address and not a school email address (e.g. xxx@education.nsw.edu.au). You will receive an acknowledgement email once registration is complete. If you have forgotten your password, click on 'Forgot your password' to reset.

Figure 1: Registration page

NSW Department of Family and Community Services
FACS Scholarships

HELP

Welcome to the 2018 FACS Scholarships

The scholarships assist students to further their education and training with targeted financial assistance.

The application round is open from 9am 22nd January 2018 to 5pm 23 February 2018.

Please refer to the [Application Guidelines 2018 - New Applicants](#) before commencing your application.

For any enquiries, please email education@facs.nsw.gov.au or phone 02 8753 8673.

If you forgot your password, click [here](#).

Sign In

Email:

Password:

[Sign In](#)

[Forgot your password?](#)

Need An Account?

[Sign Up](#)

Once you have registered, you will be taken to a Submissions page. In the Category drop down, select New Applicants. It will ask you to name your current submission which must be in the student's name (Firstname Lastname). Click on the green button to Get Started.

Figure 2: Submissions page

Home

Submissions

Hi, FACS

You haven't submitted anything yet.

Create a new submission?

Please fill any of the necessary information shown below (if applicable) to get started.

Only select Returning Applicant if FACS has contacted you and instructed you to do so.
(Received a FACS scholarship in 2017)

Category:

Please enter a name for your submission:

[Get Started](#)

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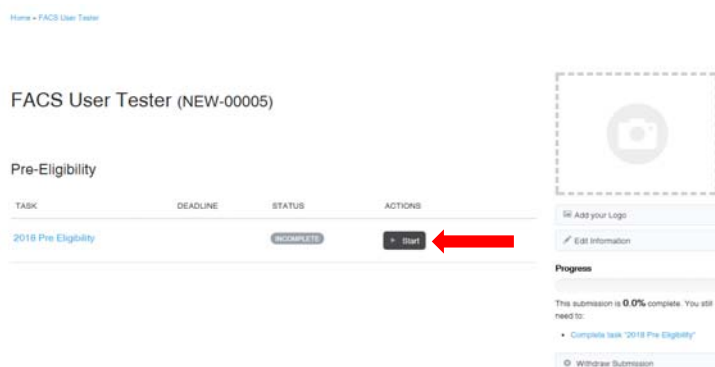
THE APPLICATION PROCESS

Please read each question carefully including the instructions and notifications. It is recommended that you regularly click "Save" in FluidReview to save your progress.

STAGE 1: PRE-ELIGIBILITY

The first step of the application process is to complete the Pre-Eligibility form to determine whether you can apply for a scholarship. Under the ACTIONS tab, click on the Start button to begin.

Figure 3: Pre-Eligibility



If you are ineligible you will receive a red message telling you to check your answers. Once it is confirmed that you are not eligible, please exit the system. If you are eligible, click on Save and Exit and this will take you to the next stage – APPLICATION ROUND.

Figure 4: Pre-Eligibility

If you do not meet the criteria, you are deemed INELIGIBLE for this program. Thank you for your time.
You need to click 'save and exit' to move to the next stage.



STAGE 2: APPLICATION ROUND

The Tasklist page allows you to track the status of your application.

You can view TASKS, DEADLINES, STATUS (Complete/Incomplete) and ACTIONS (Start). To commence a task, click on the Start button under ACTIONS. Once a task is completed, the Status will turn to a green COMPLETE. On the right hand side of the screen, under Progress you can also track your submission completion rate. At anytime, you can withdraw your application by clicking on the Withdraw Submission button under Progress.

Add Member

Do you need help with your application? This option allows a user to add a member (co-applicant) to their submission.

Co-applicants can be made owners, standard members, or read-only members of the submission. This is useful for submissions requiring collaboration and multi-user access without those users needing to share a profile for access.

You can select what kind of access to give your additional member when registering with your site.

- Owner: Initial creator of the submission. Full control of the submission.
- Standard member: Has the same abilities in controlling and completing tasks associated with the submission. Can withdraw submission, edit and complete tasks.
- Read-only member: User can only view tasks that have been completed so far by other users. Cannot add other members, edit/complete tasks, or withdraw submission.

It is not a requirement to add a member to assist with your submission. You will be able to submit your application without completing this task.

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Figure 5: Application Round homepage

FACS User Tester (NEW-00005)

Application Round

TASK	DEADLINE	STATUS	ACTIONS
Add a member (optional)	23/02/2018 05:00:00 PM AEDT	INCOMPLETE	▶ Start
Do you need help with your application? You can add a member to assist with your submission but this is optional. You will be able to submit your application without completing this task.			
Scholarship Application Form – New Applicants	23/02/2018 05:00:00 PM AEDT	INCOMPLETE	▶ Start
Upload Social Housing Confirmation	23/02/2018 05:00:00 PM AEDT	INCOMPLETE	▶ Start
For applicants residing in public housing including aboriginal housing, community housing, crisis or supported housing, on the NSW Housing register (wait list) or receiving FACS financial services, download the Social Housing Confirmation template/word doc and forward this to your social housing provider to complete. Please upload a PDF or Word document from your social housing provider. OR For applicants residing in OOHC, please provide at least one of the following acceptable evidence: <ul style="list-style-type: none">• A copy of the Children's Court Care Order, or• A copy of the 'Confirmation of Placement' letter, or• A letters from FACS or the OOHC Designated Agency verifying that you are in statutory or supported care, or• Any other evidence which clearly shows that you are in OOHC Please upload a PDF or Word document from the list above Your application cannot be submitted without this documentation.			
Upload School Reference	23/02/2018 05:00:00 PM AEDT	INCOMPLETE	▶ Start
Please download the School Reference template/word doc and forward this to your School Reference to complete. The School Reference needs to provide a statement detailing why you would be a worthy recipient of this scholarship. The School Reference is a critical component of your application and provides vital information to the reviewing panel to help them assess your application. Please upload a PDF or Word document from your School Reference Your application cannot be submitted without a School Reference.			
Upload Principal Endorsement	23/02/2018 05:00:00 PM AEDT	INCOMPLETE	▶ Start
Please download the Principal Endorsement template/word doc and forward this to your Principal to complete. Please upload a PDF or Word document from your Principal			
Applicant Declaration and Media Consent	23/02/2018 05:00:00 PM AEDT	INCOMPLETE	▶ Start
Please download the Applicant Declaration and Media Consent form to complete. Please upload a PDF or Word document			
Submit Application	23/02/2018 05:00:00 PM AEDT	PREREQUISITES NOT MET	



Add your Logo

Edit Information

Download submission

Progress

This submission is **0.0%** complete. You still need to:

- Complete task "Scholarship Application Form – New Applicants"
- Complete task "Upload Social Housing Confirmation"
- Complete task "Upload School Reference"
- Complete task "Upload Principal Endorsement"
- Complete task "Applicant Declaration and Media Consent"
- Submit

Withdraw Submission

Once you SUBMIT your application you will not be able to return and edit any submissions.

New Applicants - Guidelines for Completing the Application Form

The application form is broken up into the following sections:

STUDENT INFORMATION (APPLICANT)

In this section, fill in your full details. Incomplete forms can not proceed to the next stage so ensure that you have all the information entered to be considered.

Home Address – must be the address where you are currently residing or staying at. Please ensure that your social housing provider has this address recorded as well. PO Box address will not be accepted.

Contact Details – this is the phone number/s and email address that the Scholarships team will use to contact you regarding your application. Please ensure that these details are up to date at all times.

If you are under 18 you will be asked to enter *Parent/Guardian/Carer details* – this person can be contacted regarding your application.

Social Housing

In this section, you are required to provide details of your current social housing status including main tenant/applicant.

If one of the following categories below applies to you, you are required to download the Social Housing Confirmation form to take or email to your provider/landlord to complete.

- *Public Housing including Aboriginal Housing*
- *NSW Housing Register (wait list)*
- *Community Housing*
- *Aboriginal Community Housing*
- *Local Aboriginal Land Council (LALC)*
- *Supported Accommodation*
- *Crisis or transitional accommodation (refuge)*
- *Private Rental Assistance from FACS*

If you are Homeless or At Risk of Homelessness, you must be approved on the NSW Housing Register (wait list) at the time of applying. Students who have applied to be put on the wait list but have not yet been assessed, are not eligible.

The definition of homelessness falls under the following three types:

- *Primary homelessness*
Primary homelessness applies when a person lives on the street, sleeps in parks, squats in derelict buildings, or uses cars or railway carriages for temporary shelter.
- *Secondary homelessness*
Secondary homelessness is used to describe people residing temporarily with relatives or with friends (because they have no accommodation of their own), people who move frequently from one form of temporary shelter to another. Secondary homelessness applies to people using emergency accommodation, youth refuges or women's refuges, and people using boarding houses on an occasional or intermittent basis (up to 12 weeks).
- *Tertiary homelessness*
Tertiary homelessness is used to describe people who live in premises where they don't have the security of a lease guaranteeing them accommodation, nor access to basic private facilities (such as a private bathroom, kitchen or living space). It can include people living in boarding houses on a medium to long-term basis (more than 13 weeks) or in caravan parks.

If you are in Out of Home Care (currently under the care of the Minister, foster care, relative/kinship care), you will be required to submit at least one of the following acceptable evidence for your application to be considered.

- *A copy of the Children's Court Care Order, or*
- *A copy of the 'Confirmation of Placement' letter, or*
- *A letters from FACS or the OOHC Designated Agency verifying that you are in statutory or supported care, or*
- *Any other evidence which clearly shows that you are in OOHC)*

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More about the student

Australian citizen/permanent resident – you must be an Australian citizen or permanent resident to be eligible for a FACS Scholarship.

Have you received any other scholarships - FACS need to know if you have previously received a funded scholarship or any other financial assistance for your education/training and the purpose of that scholarship. This information will assist us in assessing your application and eligibility.

SCHOOL DETAILS

In this section, fill in the details of the school/TAFE you will be attending in 2018.

Name of School/TAFE –choose from the drop down menu (Figure 5).

The text box is pre-populated. If your school has a name that can be spelled a few ways keep trying until you find your school.

For example your school might have the word Saint at the start but may be listed under St. If after several attempts you can not identify your school on the list leave the box empty and write the full name of the school in the next text box.

Figure 5: Start typing the name of your school in the text box

School Details

Name of school/TAFE you will be attending in 2018?

Q As

- Aquinas College
- Ascham School
- Ashcroft High School(s)
- Ashfield Boys High School
- Ashford Central School(s)
- Aspect Central Coast School
- Aspect Macarthur School
- Aspect Riverina School
- Aspect South East Sydney School
- Aspect Vern Barnett School
- Aspect Western Sydney School

If the name of your school does not appear above, please write the full name of your school here.

School Point of Contact (SPOC) - the SPOC staff member should work closely with you to determine your needs and will be responsible for administering the scholarship funds if you are successful. This can be a Year Advisor, Careers Advisor, Head Teacher Welfare or support staff. FACS will also contact the school SPOC regarding your application. The school's general email address cannot be used as a contact.

Other courses – FACS would like to know if you are studying Year 10, 11 or 12 elsewhere other than at a high school institute.

What year/grade will you be in 2018?

...

If you are doing any of the following? Please tick all that apply

- ☐ Distance education
- ☐ Year 10, 11 or 12 at TAFE, please specify course test
- ☐ School-based apprenticeship/traineeship, please specify course
- ☐ Open Training & Education Network (OTEN), please specify course
- ☐ Other, please specify...

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STUDENT STATEMENT

Applications will be assessed on the response to the Student Statement section. Your answers to the following statements is a critical component of your application and provides vital information to the review panel to help them assess candidates.

Personal Statements

There are three components to this section: Personal Circumstances, Living Arrangements and Financial Hardship.

In this section we are asking you to look at the prompts and tick those that relate to your situation. These are circumstances which you may be experiencing and acknowledge that these can impact upon your ability to complete your year of study.

There may be no circumstances relevant to your situation. You can leave these tick boxes blank.

Scholarship Expenditure

This section asks you to list items that you would purchase if successful in obtaining a scholarship. We need you to think about what you intend to spend the money on and provide this information. For example items or services which can be purchased with the scholarship include:

Primary Support

- *private tuition or coaching*
- *text books, workbooks, study guides and stationery*
- *specialist equipment (e.g. art, music or photographic materials)*
- *course costs (including materials), excursions, study camps, sport*
- *IT-related expenses (including lap-top, desktop and internet access)*
- *computer software and printer*
- *other support to remain in education (such as child care costs)*
- *uniform and specialist clothing*

Secondary Support

- *Medical tests (including eye tests, speech therapy, learning development tests)*
- *Medical equipment (specialist glasses, speech recognition devices)*
- *Transport*
- *Childcare costs*
- *Rent*
- *Social Inclusion activities*

The scholarship funds cannot be used for items that can be provided through other financial assistance programs available from school or educational systems. Items that cannot be paid for with the scholarship include school fees, overseas travel, and non educational activities

Statement

The statement should be in your own words and will be used to determine your level of commitment, your perseverance and the resources that you have to succeed. This statement is a positive statement and should not reiterate the disadvantages outlined earlier in this section. The statement should include any of the following elements that apply to you:

- Your attitude to school and how attending contributes to your well-being
- That you have a good attendance record and have completed your subjects in the prior year
- Your goals or aspirations regarding education or future work. For example this might explain that you wish to complete Year 12 so that you can enter a specific course or field of employment
- That you have a support network to assist you in achieving your goals such as teachers, year advisors, support workers and that you will utilise these networks to achieve your goal
- That you have the physical resources to be able to continue with school such as whether you have identified a quiet place you can study, transport to and from school or if you are studying remotely the infrastructure to stay engaged with your teachers.

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STAGE 3: UPLOADING MANDATORY DOCUMENTATION

It is your responsibility to complete, follow up with your social housing provider and school/TAFE contact and upload the following forms. All these requirements are mandatory forms and must be submitted for your application to progress to the next stage and be considered. Only PDF and word document format is acceptable.

Social Housing Confirmation

Please send or email the form to your social housing provider. Your provider should complete the form on their letterhead and return the form to you. You must upload the completed form for your application to proceed to the next stage and be considered. FACS will verify the information with your social housing provider.

School Reference

You must seek the support of a school staff member (year advisor, teacher, HSC coordinator) or another appropriate school/TAFE college representative for your application. This person is requested to provide an individualised response supporting your application and may be contacted for further information to assist with the assessment process.

Principal Endorsement

This form requires the endorsement of the school principal or TAFE college director/representative. This also sets out the Terms and Conditions of the scholarship funds. It is a requirement of the Scholarship Program that the school/TAFE college agrees to administer the scholarship funds on behalf of and in consultation with the student.

Applicant Declaration and Media Consent

Provision of personal information to administer and disburse scholarships

It is compulsory for you, the student, to certify that the personal information provided in the application form is correct. It is compulsory for you, the student, to acknowledge that information from the application form (including personal details) will be collected, used and disclosed by FACS, including the Aboriginal Housing Office and community housing organisations (where applicable) only for the purpose of assessing the application and administering funds for successful students. If this is not acknowledged, the application will not be considered.

Media for publicity and promotion

It is not compulsory for you, the student, to provide consent to be involved in publicity and promotion of the FACS Scholarship Program. This will not affect your scholarship application.

Signature

- If you are 18 years old or over (at the time of the application), you must sign the declaration.
- If you are under 18 years (at the time of the application), your parent/guardian must sign the form.

STAGE 4: SUBMITTING YOUR APPLICATION

Ensure that you have completed the following tasks:

- ☐ Scholarship Application Form – New Applicants
- ☐ Upload Social Housing Confirmation
- ☐ Upload School Reference
- ☐ Upload Principal Endorsement
- ☐ Applicant Declaration and Media Consent

Once all the required documentation has a status of COMPLETE, click on the green SUBMIT APPLICATION button. If you do not click on the Submit button, your application will remain in the Application stage and not progress through.

An email notification will be sent to your registered email address to confirm you have submitted a complete application.