

## OPEN DOORS - REFERRAL AGENCY NOMINATION FORM

Agency name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Agency address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Spoken language/s: \_\_\_\_\_ Interpreter required? Yes \_\_\_\_\_ No \_\_\_\_\_  
Which of the following YMCA Open Doors target populations is applicable to the applicant?  
(please tick as many boxes as appropriated)

<input type="checkbox"/> Low socio economic	<input type="checkbox"/> Indigenous Australian
<input type="checkbox"/> Person with a disability	<input type="checkbox"/> Newly arrived / CALD

How is the applicant experiencing disadvantage due to their personal circumstances?

How could this disadvantage be improved by participation in YMCA programs and services?

Do you feel your applicant would benefit most from individual or group activities?

Is the applicant in a position to make a financial contribution to the program?

Yes \_\_\_\_\_ If yes, to the value of \$ \_\_\_\_\_ per week \_\_\_\_\_ No \_\_\_\_\_

Does your agency have funds available to contribute to this applicant's membership/program?

Yes \_\_\_\_\_ If yes, to the value of \$ \_\_\_\_\_ per week \_\_\_\_\_ No \_\_\_\_\_

### Endorsement of the application by official reference:

I certify that the individual listed in this application is in necessitous circumstances and that the YMCA service or program listed is for the direct relief of the person in this circumstance (Income Tax Assessment Act 1997, Australian Taxation Office)

Name (agency representative)

Signed \_\_\_\_\_

Date \_\_\_\_\_

The YMCA acknowledges and respects the privacy of individuals. The information that is being collected on this document is for the purposes of determining eligibility to access YMCA programs and services through YMCA Open Doors. The YMCA, its authorised staff, volunteers and Government agencies or referral agencies covered by law, may be recipients of this information. As a recipient of the YMCA programs and services you will also receive communications from YMCA Whittlesea, or program area supported by the YMCA. You have the right to access and alter personal information protecting yourself in accordance with the Commonwealth Privacy Act (Amended 2001). You may choose to opt out of receiving ongoing communications however this will reduce our ability to keep you informed about the programs offered to you. Opt Out

At Y Whittlesea, our belief is the power of inspired young people. Y Whittlesea Open Doors is an initiative that provides full or partially subsidised access to Y Whittlesea programs or services for young people (**up to the age of 25 years**) in need within our community.

### Who do you nominate?

When nominating your clients, we ask that you nominate people and/or families (**aged up to 25 years**) who are:

- Experiencing disadvantage and whose financial circumstances make them unable to pay the full fee for Y Whittlesea programs and services.
- Able to demonstrate how their circumstances will be improved through involvement at a Y Whittlesea managed facility.
- Living, or attending a service or school within the City of Whittlesea.

### How to nominate?

- Visit [www.whittlesea.ymca.org.au](http://www.whittlesea.ymca.org.au) to determine a facility close by to consider program options available. Examples of programs services currently available are:
  - **Health club memberships (3 month period only)**
  - **Term based sessional Kindergarten**
  - **Camping program**
  - **Inclusion Services School Holiday program**
  - **Family Holiday program**
  - **Term based tennis, swimming lessons and gymnastics**
- ❖ Note - Open Doors does not currently cover long day care childcare fees or the school holiday program.
- ❖ Note - Children under the age of 10 years must be accompanied by an adult when attending a Y Whittlesea managed centre/program (except for camps).
- Discuss with applicant the preferred program/service from those available at a Y Whittlesea managed facility.
- Complete in detail the Referral Agency Nomination Form. Forms will be held in strict confidence between Y Whittlesea and the referral agency.
- Referral agency to assist the applicant or applicant's parent/guardian to complete the Participant Application Form in detail.
- Referral Agency to submit both completed forms to [contact@ywhittlesea.org.au](mailto:contact@ywhittlesea.org.au)
- Applications are reviewed and the outcome communicated to the Referral Agency. Please allow up to four weeks from date of nomination submission for outcome advice.

### How it works

The role of the Referral Agency is to nominate, from your client base, individuals or families who have expressed an interest in the opportunity to participate in a program/service provided at Y Whittlesea. The following guidelines will assist with the nomination process. Please note the nomination and application forms will be used by Y Whittlesea to determine the financial need of the applicant and their suitability to access the identified program or service.

- The outcome of applications will be notified via the Referral Agency.
- Participants will be invited to the facility to meet with their Y Whittlesea contact person and arrange an orientation and induction to their selected program or service. Some Y Whittlesea managed facilities will require the referring agency to also attend this appointment.
- Y Whittlesea will monitor throughout the program to ensure the participant is attending and that their needs are being met. In the instance of a participant not attending regularly, the Y Whittlesea contact person will follow up with the referral agency and the participant. Access may be suspended or cancelled where communication is not received in regard to non-attendance.
- At the completion of each access period an evaluation will be completed including the appropriateness of the program for the participant and any benefits/challenges encountered. This will be done in consultation with the referral agency.
- The participant may be asked to participate in a survey conducted by the YMCA to capture the outcomes of their experience. This is completely optional and is not connected to their opportunity to extend their access period.