# Coordinated Funding Proposal (CFP) – description of supports template

The CFP description of supports **template example** can be used by participants or their team leaders (if the group decides to have a team leader) to clearly define the supports they wish to buy.

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| --- | --- | --- |
| Contact | Email | Phone |
|  |  |  |

## Section 1: The CFP Group:

Provide an overview of the CFP Group.

## Section 2: The supports the CFP Group would like to purchase:

Provide an overview of the supports required.

## Section 3: Location/day/time:

Provide an overview of the location/day/time the supports will be delivered.

## Section 4: Funding:

Confirm all CFP Group members have funding availability.

## Section 5: Description of Supports table:

| # | NDIS Support type | CFP group numbers | Support information | Date/Time | Total hours |
| --- | --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **Total** |  |  |  |  |  |

## Provider information:

The successful provider will:

1. Provide a per-participant quote for the delivery of the supports using the attached quote template.
2. Be a registered or unregistered NDIS provider.
3. Have the capacity to engage with the participants and provide face-to-face supports in the locations identified in the description of supports.
4. Be a highly skilled, specialised practitioner or have demonstrated experience in the provision of the services outlined in the description of supports.
5. Promote choice and control in all interactions with the participants.
6. Provide culturally and socially appropriate supports as required.
7. Support a participant centred approach with a clear understanding of the individual’s goals and outcomes.
8. Work with the CFP Group identified Team Leader as required.
9. Work with the CFP Group identified Support Coordinator/LAC and NDIA representatives if required.

When completing the coordinated funding proposal template, providers must comply with the information in the [Pricing arrangements | NDIS](https://www.ndis.gov.au/providers/pricing-arrangements). In particular, providers should familiarise themselves with the following regarding provider travel,

* When determining rates for non-labour travel costs providers should consider [the guidelines](https://www.ato.gov.au/law/view/pdf/pbr/td2022-010.pdf) provided by the Australian Taxation Office (ATO) regarding reasonable amounts for domestic travel expenses. When completing the coordinated funding proposal template, providers must comply with the accommodation and meal expense limits determined by the ATO for the location where the supports are being delivered.
* It is understood that providers will provide a quote to cover the expected costs to supply the supports but will not claim more than the actual supports they provide.
* When creating the quote, it is expected that providers will ensure participants receive the best value for money.
* Providers and participants are encouraged to enter into service agreements and service bookings, which contain rules to protect the provider from financial losses in the event of cancellations by participants.
* Providers may consult the NDIS Price Guide 2022-2023 to determine appropriate cancellation rules and may note the rules in relation to the 'Program of Supports'.
* Providers may provide any further information that may support their application.