

Application Guidebook

For
Community Supporter Groups
in the
Community Refugee Integration and Settlement Pilot (CRISP)



Community Refugee
Sponsorship Australia

“ ... this is an opportunity to help, to meet [refugees], and to get that rewarding interaction ... The more kindness you show people, the more they will carry that forward ... ”

For further information contact:

crisp@refugeesponsorship.org.au

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1. What is the CRISP?

a. Background

The Australian government has appointed Community Refugee Sponsorship Australia (CRSA) to co-design and administer a new Australian community sponsorship program for refugees, known as 'CRISP' (Community Refugee Integration and Settlement Pilot).

This program enables groups of everyday Australians (including those in regional communities) to welcome refugees into their local area from 'day one' of their Australian journey and provide them with practical resettlement and integration support, in line with other community sponsorship programs operating successfully around the world.

The program will support 1,500 refugees who will arrive in Australia between 2022 and 2025. The vision for the CRISP is inspired by the successful community refugee sponsorship program operating in Canada since the late 1970s, which has enabled more than 325,000 refugees to build a new life in Canada, in addition to those resettled under the government-funded resettlement program. Similar schemes are now being implemented in many countries around the world, including the United Kingdom, Ireland and New Zealand.

b. Benefits of a Community-Led Approach

Experiences of community sponsorship of refugees overseas have shown that it can:

- Boost the social and economic participation of refugees in their new host country, through increased social capital and access to social and professional networks
- Support social cohesion in local communities by bringing otherwise disconnected groups of people into close, meaningful and ongoing contact with one another
- Help people learn the language of the host community by providing opportunities for newcomers to practice a new language in natural, conversational settings with established members of the local community
- Support refugees to settle in more diverse geographic communities (and not just in large metropolitan areas) by providing a model for settlement support that doesn't rely on professional migrant service organisations having staff 'on the ground' in each location
- Provide a rewarding experience to the volunteers involved by enabling them to apply their skills in new ways, make new local connections and become more active citizens

In addition, this model provides another policy tool that governments can potentially use to expand the scale of refugee resettlement, supplementing purely government-funded resettlement efforts.

c. Key Features

The CRISP works with refugees who are identified overseas by the United Nations High Commissioner for Refugees (UNHCR) as being in most urgent need of resettlement, and who are then referred to the Australian government for resettlement. Programs like this are sometimes referred to as ‘**sponsor a stranger**’ programs, in comparison to other program types where supporter/sponsor groups identify the refugee they wish to sponsor/support.

The CRISP will support **up to 1500 refugees over four program years**, with visa allocations to scale up as the program progresses, as below:

Financial Year	2021 - 2022	2022 - 2023	2023 – 2024	2024 – 2025
Visas	100	325	475	600

Community Supporter Groups (CSGs) will provide 12 months of practical settlement and integration support to refugee participants, from their date of arrival to Australia. CSGs will comprise five or more adult volunteers, who can be based in a community anywhere in Australia, provided they can demonstrate capacity to provide appropriate support to a refugee household settling within or near to that community.

CRSA will mobilise, train, approve, support, and monitor CSGs and match them with refugee households referred into the program.

d. Summary of Roles & Responsibilities

Community Supporter Groups will support refugee households throughout their first 12 months in the country (see ‘Community Supporter Group Responsibilities’ below).

Refugee Participants will consider and articulate to the CSG their needs, challenges and aspirations, and take an active role in soliciting appropriate support from the CSG.

Community Refugee Sponsorship Australia (CRSA) will:

- Mobilise, screen, and train CSGs
- Match refugee participants with CSGs
- Monitor and support CSGs, helping them to troubleshoot issues that may arise

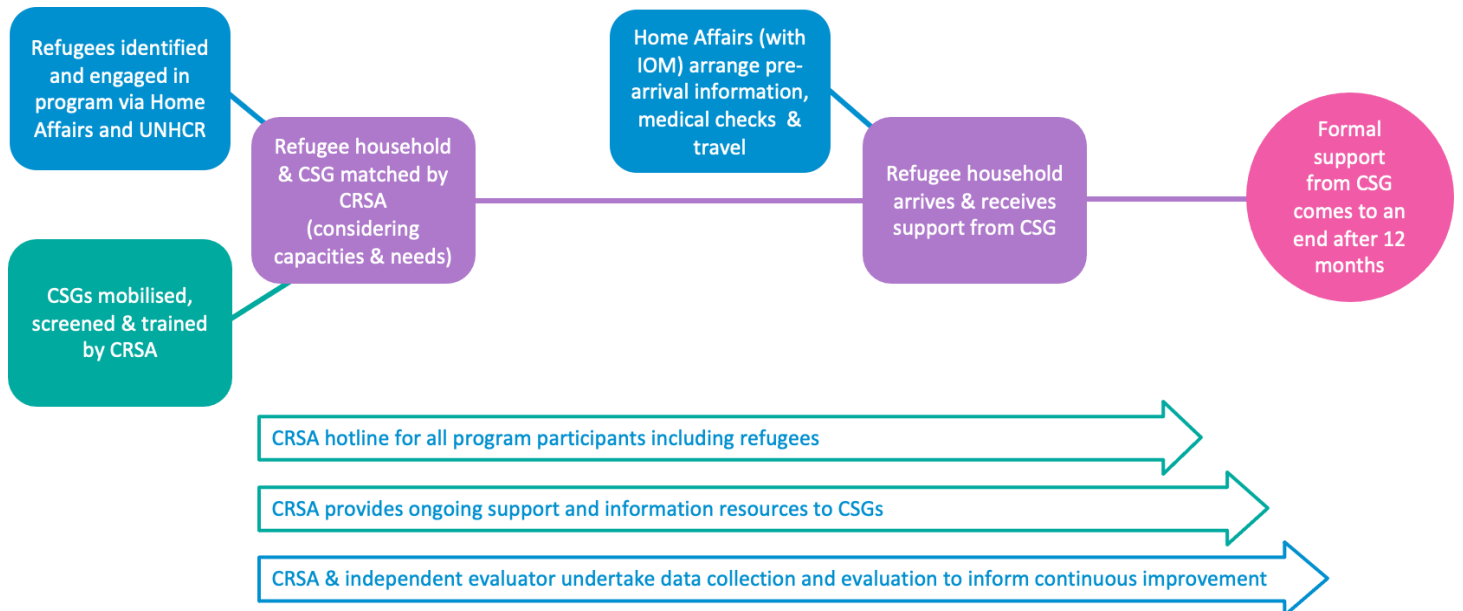
The Australian **Department of Home Affairs** will:

- Identify refugee participants, via the UNHCR
- Issue visas and arrange travel, via the International Organisation for Migration (IOM)
- Provide access to key services (e.g., Centrelink, Medicare, English classes, translation services)
- Provide access to the Humanitarian Settlement Program if refugees need to exit the CRISP

Established Organisations (e.g., clubs, faith organisations, schools, businesses, local governments) may assist in:

- Promoting the CRISP, and mobilising and supporting CSGs
- Helping CGSs in their fundraising efforts

e. Process Overview



2. Eligibility for Involvement in the CRISP

a. Eligibility Criteria for Refugee Participants

Refugee participants will be:

1. Identified by UNHCR as being in need of protection and referred to the Australia for resettlement
2. Selected by the Department of Home Affairs for involvement in the CRISP
3. Have no known family links in Australia

b. Eligibility Criteria for Community Supporter Groups

Members of a Community Supporter Group must:

1. Be able to form a local group of at least five adults who are Australian citizens or permanent residents (see 'Community Supporter Group Composition' below)
2. Be willing and able to provide clear background checks (National Criminal History Check (AFP Check) and Working with Children Check or equivalent (WWCC))
3. Have no serious criminal record or active adverse immigration proceedings on record (eg. visa cancellation, citizenship revocation, etc)
4. Be willing to abide by a national Code of Conduct containing minimum behavioural standards
5. Be willing and able to raise funds to meet the anticipated financial commitment
6. Be willing and able to commit the necessary time to:
 - a. Undertake program training (approximately 6 hours)
 - b. Developing a settlement plan for an allocated refugee household
 - c. Provide consistent settlement and integration support to a refugee household (estimated minimum 10 hours per week per group, with more intense support required in the first few weeks), for a period of 12 months from the date of arrival in Australia)
 - d. Provide feedback to an independent evaluator at intervals throughout the experience
 - e. Engage in occasional peer learning opportunities with other CSGs (not compulsory).

3. Community Supporter Group Responsibilities

a. General Commitments

CSGs will need to:

- Oversee pre-arrival preparations while refugee participants remain offshore
- Meet refugee participants at the airport on arrival
- Provide transit assistance (if required) from point of international arrival to local airport
- Provide transport from airport and organise transit accommodation if required
- Provide or source temporary, on-arrival accommodation
- Assist refugee participants in securing long-term housing
- Provide a 'welcome pack' on arrival including a week's worth of food and a smart phone
- Provide income support until Centrelink income support is in place (within 2 weeks)
- Assist with registration for essential services (bank, Medicare, Centrelink, etc).
- Assist with enrolment in education (school, English classes, TAFE, etc)
- Assist with orientation to local community (public transport, shops, etc)
- Assist refugee household to connect with a local GP and other healthcare as required
- Provide or source basic household goods (furniture, appliances etc)
- Support refugee participants achieve their settlement objectives during their first 12 months in Australia (e.g., help identifying suitable job and training opportunities, preparing a resume, making friends, engaging in sports and hobbies, etc)
- Help refugees make friends, build networks, and develop social capital, by leveraging the group's social and professional networks.

b. Financial Commitments

The financial commitment for CSGs will depend on a range of factors, including:

- The size and composition of the refugee household they're matched with
- Whether transit accommodation is required between arrival in Australia and final destination (mostly relevant for CSGs in regional areas)
- Whether the group can provide initial 'free' temporary accommodation
- Whether the CSG is able to source quality donations of new or second-hand household goods and appliances.

As a guide, we estimate the quantum of the financial commitment to be between \$5,000 and \$25,000, depending on the size and composition of the refugee household, and the amount of support that the group can provide 'in-kind' / donated.

When you prepare your group's application to be part of the program, you will be asked to provide a rough budget for your support of a refugee household, taking into account any free or donated resources that your group expects to have access to (e.g. free temporary housing or quality donated household goods). We suggest that you base this budget on the largest household that your group could feasibly support.

To develop an estimated budget for your group, please see the budget template at the end of this Guidebook, which contains our estimates and examples from current CSGs.

4. Applying to Join the CRISP

a. Step 1: Form a Community Supporter Group

CSGs should comprise a minimum of five adults (18 years or over), who are Australian citizens or permanent residents. The following principles should be considered in forming a group.

- **Skillsets and Expertise of Group Members**

Relevant professional or language skills, volunteer experience and local networks would be a great asset to your group, but don't worry if you can't think of anything specific that you can offer – you will tap into your knowledge and strengths and develop new capabilities along the way. A foundational concept of community sponsorship, which has been proven in similar programs around the world, is that ordinary people can provide meaningful support to refugees in their local communities.

- **Proximity of Group Members**

We recommend that group members reside within a reasonable proximity from each other (a 30-minute drive or thereabouts) and come from at least three different households in order to maximise the diversity of support for refugee participants and minimise the risk that the CSG will be unable to continue if a family/household is affected by an unforeseen event. If you are an individual in need of a group, we may be able to help you connect with others in your area.

- **Other Group Attributes**

We are looking for groups that have a positive, 'can-do' spirit and who submit a well-thought-out Settlement Plan detailing their group and community profile and capacity.

Once you have formed a local group of at least five adults, appoint a Group Coordinator to take responsibility for acting as the primary point of contact for communication with CRSA, and a Deputy Coordinator who can step in for the Group Coordinator where needed.

It is recommended that all group members [attend an information session](#), or [watch a recording](#) where attendance is not possible, to ensure that the background, key stakeholders, and core requirements of the CRISP are understood before making the commitment to welcome refugees under the program.

b. Step 2: Apply for Background Checks

This program involves CSGs engaging in unsupervised and self-directed activities with refugee households. Accordingly, we need to satisfy all stakeholders that each group member is of good character with no relevant criminal history.

Each group member will need to provide a National Criminal History (AFP) Check and a Working with Children Check or equivalent (WWCC). Please apply for background checks as soon as possible to leave sufficient time for processing. If your background checks have not been processed at the time that you submit your application, please send a copy to crisp@refugeesponsorship.org.au. See below for application details

i. How to apply for a National Criminal History Check (AFP Check)

You can apply for a National Police Check through your state Police Force or online through a national provider (e.g. [CrimCheck](#)).

When completing your application, please select the below criteria:

Check Type: Volunteer

Role/Position: Support Volunteer

Place of Work/Company Name: Community Refugee Sponsorship Australia

Address: Level 22/120 Spencer St, Melbourne VIC 3000

Police checks are done at a point in time, they do not have an expiry date, therefore we cannot accept checks run more than 6 weeks prior to the date of application to the program. While participating in CRSA's programs, you will be asked to obtain a new police check every 2 years.

We will only be accepting valid police checks that meet the above requirements.

ii. How to apply for a Working with Children Check or equivalent (WWCC)

The process for applying for a WWCC varies by state/territory. You should apply for a volunteer check, which is generally free.

If you are in NT or WA, you will need a non-profit organisation to help you submit your WWCC application. We strongly encourage you to find a local organisation (e.g., sporting club, charity, community organisation or place of worship) to sponsor the check. As a last resort, you can email our CRISP team at crisp@refugeesponsorship.org.au to arrange for CRSA to sign your WWCC application.

If you are in QLD you will also need a sponsor, however CRSA can be linked to your application. To be linked to CRSA's Blue Card Organisation portal, email your full name, blue card number and D.O.B to info@refugeesponsorship.org.au.

If you already have a valid WWCC for the state/territory from which you will be participating in the CRISP you do not need to obtain a new one, provided it has at least 6 months of validity remaining.

For application details by state/territory, see below:

Australian Capital Territory: [click here](#)

New South Wales: [click here](#)

Northern Territory: [click here](#)

South Australia: [click here](#)

Queensland*: [click here](#)

Tasmania: [click here](#)

Victoria: [click here](#)

Western Australia: [click here](#)

**If you don't have a community organisation associated with your group, CRSA can help with your application. Please provide your account number and date of birth to CRSA when applying so we can link you to our organisational portal. This way you won't be charged. [More info here](#).*

c. Step 3: Secure Funding

While the financial commitment involved in supporting a refugee household will vary depending on a range of factors (see 'CSG Financial Commitments' above), CSGs will need to submit an indicative budget and demonstrate that they have raised a minimum amount of 50% of their anticipated total before they will be matched with a refugee household. We expect the minimum overall budget to be at least \$5,000. See Budget Template in Appendix B, below.

i. Proof of Funds

Funds should be held in a bank account in the name of the Community Supporter Group. CSGs are required to provide a statement of funds showing 50% of their estimated budget.

Not all banks will allow unincorporated groups to open a bank account in the name of the group.

If your group is incorporated, you may find this [fundraising administration information sheet](#) developed by Armidale Sanctuary helpful.

If a bank requires groups to have an ABN to open an account, you can do so [here](#).

If your group is unincorporated, you may wish to link yourselves with an organisation or club who can manage your funds on their behalf (such as a church, sports club, neighbourhood house, etc).

The banks listed below do allow unincorporated groups to open accounts:

- [Beyond Bank](#) allows unincorporated groups to open an account. Further information can be found on their website, or by contacting the bank.
- [Bendigo Bank](#) allows unincorporated groups to open an account using [this link](#). Groups need to open an enquiry first before they can start an application for a group account.
- [Great Southern Bank](#) allows unincorporated groups to open an account, provided each individual member opens/creates a membership with the bank first. Once each group member creates a membership/account, the group can apply for an entity membership/account as a group, which the whole group will have access to.

In the event that you're unable to find a bank in your local area that allows unincorporated groups to open group accounts, please note the following alternatives:

- If you are affiliated with a community organisation (such as a place of worship, a neighbourhood house or community centre, a Sanctuary, Rotary or Lions Club, etc), we can accept a bank statement from that organisation with an accompanying letter from them advising on the amount that has been quarantined for the CRISP; or
- We can accept a bank statement from a joint account in the names of at least 3 members of the CSG.

The key requirement is to demonstrate that funds have been put aside for the CRISP and won't be drawn from a personal or broader organisational account.

ii. Fundraising

Undertaking fundraising activities in your local area is a great way to engage your local community into your refugee sponsorship endeavour. It can create a sense of community excitement about the refugee household due to join the community, which can be invaluable throughout their settlement journey.

If you wish to be able to issue tax deductible gift receipts as part of your fundraising, we encourage you to explore the option of fundraising through a local charity known to your group (e.g., a local church or nonprofit organisation).

Groups can also fundraise via the Shout for Good platform with the support of Australian Neighbourhood Houses and Centres Association (ANHCA). CRISA's primary fundraising partner is ANHCA. Through CRISA's partnership with the ANHCA, CSGs can gain access to tax deductible gift receipts for their donors. Please visit anhca.org/communityrefugeesponsorshipaustralia to read their Fundraising Guidelines and email jarrah@anhca.org to notify ANHCA of your intention to fundraise via Shout for Good before setting up your Shout for Good fundraising page.

d. Step 4: Complete the Application Process

The Group Coordinator should commence the application process by submitting an [Intention to Apply via our website](#).

On submitting an Intention to Apply, the Group Coordinator will receive an email with:

- The **Settlement Plan and Group Profile** document and
- A link to the **Individual Application** that each group member will need to submit.

The purpose of the **Settlement Plan and Group Profile** is to help CRISA understand the make-up, location, and capacity of your group. This will allow us to ensure your group meets the criteria for the program and help us facilitate a successful match and positive experience for both your group and your refugee household. It is not intended to be a 'pass/fail' process. Once we receive your completed applications, we will work with you to address any concerns or gaps.

The **Settlement Plan and Group Profile** will include detailed questions about:

- Each of your group members (e.g., name, contact details, occupation)
- Your group and community's profile, resources, and capacity
- Your financial capacity (including free and donated resources)

It is advised that you spend some time as a group discussing these elements to ensure you cover all the required areas for the application and are on the same page about your shared endeavour.

The Group Coordinator should send the link for the **Individual Application** to each group member so they can login, enter their contact details and upload their Police and Working with Children Checks.

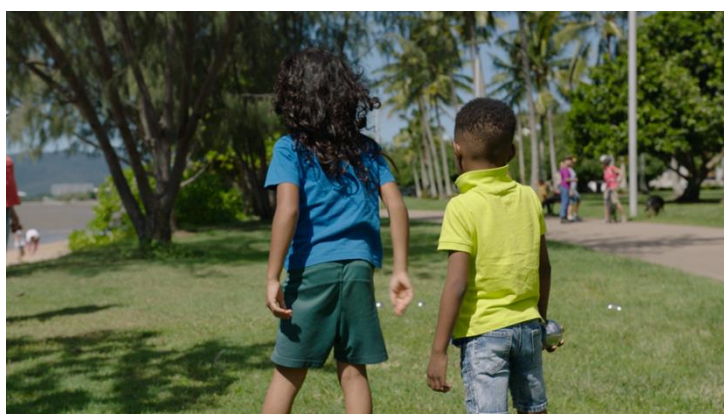
Once complete, the **Settlement Plan and Group Profile** should be sent to crisp@refugeesponsorship.org.au with the proof of funds.

5. How CRSA will assist Community Supporter Groups

CRSA will provide ongoing support for CSGs throughout the process, from their application to be involved in the program through to the end of the group's 12 month period of support.

The support provided by CRSA will include:

- Mandatory training: Two self-paced online modules and one virtual workshop (approx. 6 hours total)
- Periodic 'top up' training throughout the 12 month period of support
- Access to an online Community Hub with a range of relevant resources
- A telephone hotline for ad hoc settlement support, coaching and troubleshooting
- Regular check ins between CRSA and CSGs
- A national Peer Network, facilitated by CRSA, where CSGs around the country are brought together regularly, in an online forum, to ask questions and share learnings
- An online Community of Practice, where CSGs can seek support from their counterparts around Australia
- A telephone hotline for feedback or complaints



6. What Happens Next?

1. Submit Intention to Apply

Start the process by submitting an Intention to Apply on our website, [here](#).

2. Complete Individual Application Forms

You will receive this link when you submit an [Intention to Apply](#). Each group member should complete an Individual Application and upload their Police and Working with Children Checks.

3. Complete Settlement Plan and Group Profile

You will receive this document when you submit an Intention to Apply. Please submit the completed document to crisp@refugeesponsorship.org.au with proof of funds.

4. Training

Your group will be invited to attend one virtual workshop (3 hours, via Zoom) and to complete two self-paced online modules (approx. 3 hours). We strongly encourage completing the online modules before attending the workshop so any questions arising from the modules can be addressed by our team. All members of your group will need to attend the virtual workshop together as a group. Details of how to register for training will be provided during the course of your application.

5. Matching with Refugee Household

We will propose a refugee household for you to welcome, based on the characteristics of your group and your region, as set out in your [Settlement Plan and Group Profile](#).

6. Enter into a Settlement Deed

If you agree to welcome the refugee household we propose to you, you will be invited to enter into a Settlement Deed to confirm your plan to welcome and support them for 12 months. This will be sent electronically to all group members and includes the [Code of Conduct](#) that all community members involved in the CRISP are expected to adhere to.

7. Advise us of your Preferred Arrival Window

Once the Deed is signed, we will request that travel to Australia be facilitated for the refugee household, within your preferred four-week arrival window.

8. Contact with Refugees Offshore

We will send you the flight itinerary and the Full Refugee Household Profile, including overseas contact details, so you can contact them to get to know each other and to plan together for their arrival.

9. Prepare for Arrival

You will organise on-arrival accommodation and basic essentials including food and groceries, good quality seasonal clothing and a Smartphone with sim card and data. You will make arrangements to ensure the refugee household is met and welcomed at the airport without issue.

10. Welcome Refugee Household



Thank you for your interest in the

Community Refugee Integration and Settlement Pilot (CRISP).

We look forward to receiving your application to join the movement and become a
Community Supporter Group!

Appendix A: Sample Application Forms for Community Supporter Groups (CSGs)

Do not complete this form. Applications must be submitted through our website: www.refugeesponsorship.org.au.

This document is to provide an overview of the information you will need to complete the CSG application process.

Part One: Intention to Apply for the CRISP	
About your Group Coordinator	<ul style="list-style-type: none"> ● Full Name ● Address ● Phone Number ● Email Address ● Year of Birth ● Gender ● Occupation (previous if retired) ● Current Employment Status ● Citizenship / Residency Status ● Criminal History ● Historical Immigration Proceedings, if any ● Evidence of Police Check ● Evidence of Working with Children Check, or equivalent ● Name of Group ● Number of Group Members ● Name of Group Deputy Coordinator

Part Two: Application for the CRISP	
About your Group	<ul style="list-style-type: none"> ● Name of Group ● Names of Group Members ● How Group Members Know Each Other ● Details of Past Refugee Settlement / Support Work, if any ● Details of Associated Organisations or Legal Entities, if any ● Estimated Hours of Support Your Group Could Provide Per Week ● Weekly Availability of Group Members ● Personal / Professional / Business / Volunteer Skills Within the Group ● Personal / Professional / Business / Community Networks Available ● Proposed Budget ● Evidence of Fundraising ● Details of Public Liability Insurance

	<ul style="list-style-type: none"> ● Language Skills of Group Members, if any ● Group Members' Experience Working With Children, if any
About your Community	<ul style="list-style-type: none"> ● Local Government Areas Covered by Group ● General Description of Your Community (Demographics, Infrastructure, etc)
About the Support You Can Provide	<ul style="list-style-type: none"> ● How Will You Help the Refugee Household Secure Long-Term Housing? ● How Will You Help the Refugee Household with Transport? ● How Will You Help the Refugee Household Access Educational Opportunities? ● How Will You Help the Refugee Household Access Employment Opportunities? ● What Settlement/Migrant Services (if any) are Available in Your Region? ● How Will You and Your Matched Household Access Interpreting Services? ● How Will You Help the Refugee Household Access General and Specialist Physical and Mental Health Services? ● Given Your Group and Your Community's Resources, could you support: <ul style="list-style-type: none"> - A Single Refugee - A Couple - A Refugee family - A Refugee in Need of Specialist Physical/Mental Health Support - A Refugee with Other Specific Needs - A Number of Refugee Households (how many?) ● Anything Else About the Profile of Refugee/s Your Group Could Support, eg: <ul style="list-style-type: none"> - Single Parent Household - Particular Faith Background - LGBTIQ+ - Group Expertise in NDIS - Specific Interest in Supporting Household with Young Children, etc.
About your Group's Involvement in the CRISP	<ul style="list-style-type: none"> ● Is your Group Able to Commit Time for Training (approximately 6 hours)? ● Is Your Group Willing to Participate in the Following Activities Associated with the CRISP? <ul style="list-style-type: none"> - Peer-to-Peer Learning - Fundraising - Information Sharing - Top-Up Training ● Is Your Group Willing to Develop a Settlement Plan, After Being Matched with a Refugee Household? ● Is Your Group Willing to Develop a Group Agreement to Guide How You Will Work Together? ● Might Your Group Be Willing to Participate in Media and Promotional Activities Relating to the CRISP? ● Do You Have Any Questions or Concerns About the CRISP? ● Is There Anything Else of Relevance You'd Like to Mention? ● How Did You Hear About the CRISP?

Part Three: Individual Group Member Applications	
About your Group Members	<ul style="list-style-type: none">● Full Name● Address● Phone Number● Email Address● Year of Birth● Gender● Occupation (previous if retired)● Current Employment Status● Citizenship / Residency Status● Criminal History● Historical Immigration Proceedings, if any● Evidence of Police Check● Evidence of Working with Children Check, or equivalent● Name of Group Coordinator● Name of Group Deputy Coordinator

Appendix B: Budget Template

Do not complete this form. Applications, including the proposed budget, must be submitted through our website: www.refugeesponsorship.org.au.

This document is to provide an overview of the likely financial commitment of your group.

Your Estimate (Based on the largest household that you think your group could support and your group's access to 'free' / donated resources)				
Item	Our Estimate	Cost per Household	How much can be sourced 'for free'	Total Estimate
<p>Transit Support *Only likely to apply in regional areas where refugees may need to transit from an international airport to a regional airport.</p> <p>Consider the costs to your group of at least one group member travelling to meet the refugee family at your nearest international airport and then accompanying them on their flight to your location. The Department of Home Affairs will cover the cost of refugees' flights to their final destination.</p>	<p>Cost will vary by location – group to estimate</p>	<p>\$</p>	<p>\$</p>	<p>\$</p>
<p>Temporary Accommodation on Arrival Consider the cost of providing up to six weeks temporary accommodation while you support the refugee family to find longer-term housing. You may have access to 'free' accommodation through your personal networks. Otherwise, consider the cost of renting a serviced apartment, AirBnb accommodation etc</p>	<p>Up to \$6000 per household + \$1,500 per child</p>	<p>\$</p>	<p>\$</p>	<p>\$</p>

Your Estimate
(Based on the largest household that you think your

group could support and your group's access to 'free' / donated resources)

Item	Our Estimate	Cost Per Single Adult	Cost Per Additional Adult	Cost Per Additional Child/Children	How much can be sourced 'for free'	Total Estimate
Temporary Income Support on Arrival Factor in basic income support until Centrelink payments commence (assume this will take up to two weeks)	\$500 per adult per fortnight + \$200 per child	\$	\$	\$	\$	\$
Essential Goods on Arrival Allow for at least one week of groceries, toiletries and other personal items, two sets of good quality seasonal clothing and at least one smartphone with sim card and initial data package	\$1,000 per household + \$500 per additional adult + \$300 per child	\$	\$	\$	\$	\$
Furniture and Basic Household Goods Consider essential furniture, whitegoods and household equipment	\$5,000 per household + \$1,000 per additional adult + \$750 per child	\$	\$	\$	\$	\$
Other Contingencies May include emergency healthcare (eg. dental, optical), purchase of a laptop or other electronic device, etc.	\$600 per adult + \$300 per additional adult + \$300 per child	\$	\$	\$	\$	\$
Total		\$	\$	\$	\$	\$

Appendix C: Sample Budgets from Current Groups

Sample #1	Cost per Adult	Per Adult, Additional	Per Child, Additional	Notes including how much can be sourced 'for free'	Estimated Total
Airport Reception	0				0
Transit Support	400			May hire minibus	400
On-Arrival Housing	3,000			Long-term house from outset; average local rent: \$500/wk	3,000
On-Arrival Income	500	500	200		1,200
On-Arrival Essentials	750	250	250	Some donated, some new	1,250
Furniture				Usually mostly donated	1,000
Other Contingencies	300	300	300	No interest loan for laptops	900
Total	4,950	1,050	750		\$7,750

Sample #2	Cost per Adult	Per Adult, Additional	Per Child, Additional	Notes including how much can be sourced 'for free'	Estimated Total
Airport Reception				No cost to group	0
Transit Support				Petrol + parking for 2 vehicles	300
On-Arrival Housing					6,000
On-Arrival Income	500	500	200 x 3		1,600
On-Arrival Essentials					1,000
Furniture					5,000
Other Contingencies	600	600	300 x 3		2,100
Total	1,100	1,100	1,500		\$16,000

Sample #3	Cost per Adult	Per Adult, Additional	Per Child, Additional	Notes including how much can be sourced 'for free'	Estimated Total
Airport Reception				No cost to group	0
Transit Support				Not required	0
On-Arrival Housing				Serviced holiday apartment	10,000
On-Arrival Income				Large family (6+ people)	3,000
On-Arrival Essentials				Purchase new	3,000
Furniture				Mostly new; some donated	5,000
Other Contingencies					4,000
Total					\$25,000

