**These worksheets will help you to organise your thoughts before you complete the annual plan for your service.**

**Collect Information**

**STEP 1**

|  |  |
| --- | --- |
| **Data source** | **Findings from data** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Question and Analyse**

**STEP 2**

|  |  |
| --- | --- |
| **Level** | **Issues and needs** |
|  |  |
|  |  |
|  |  |
|  |  |

**Identify Priorities**

**STEP 3**

Remember to use the **S.M.A.R.T**. goals method to develop achievable goals:

* **S**pecific : Clearly defined
* **M**easurable : Able to be measured
* **A**chievable : Able to be reached with existing resources and staffing
* **R**elevant : Focused on your priority area and directly related to the findings from the data
* **T**ime-bound : Specified as needing to be achieved within 12 months

|  |  |  |
| --- | --- | --- |
| **SRF Priority Area** | **Goal/s for this Year** | **Details / comments** |
|  |  |  |
|  |  |  |
|  |  |  |

# 

***Worksheets – Updated October 2021***

# Select Menu Items

**STEP 4**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Priority area** | **Menu item** | **Indicator and measure of success** | **Cost ($)** | **Timeline (Term 1 – 4)** | **Backfill cost (leave blank if N/A)** | **Additional hours cost (leave blank if N/A)** | **Details / comments** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

***Worksheets – Updated October 2021***

# Plan Allied Health

**STEP 5**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Priority Area** | **Preferred allied health discipline** | **Indicator and measure of success** | **Sessions** | **Timeline (Term 1 – 4)** | **Backfill cost (leave blank if N/A)** | **Additional hours cost (leave blank if N/A)** | **Details / comments** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

***Worksheets – Updated October 2021***

**Note: This worksheet is to be used to support conversations with your local ECIB about flexible funding**

**STEP 6**

# Flexible Funding Items

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Priority area** | **Items** | **Indicator and measure of success** | **Cost ($)** | **Timeline (Term 1 – 4)** | **Backfill cost (leave blank if N/A)** | **Additional hours cost (leave blank if N/A)** | **Details / comments** |
|  |  |  |  |  |  |  |  |

Services that receive over $5,000 in School Readiness Funding may spend up to 25 per cent of their funding flexibly on programs and supports not listed on the menu. Items purchased using flexible funding must align with the guidelines and intent of funding and cannot include infrastructure or information technology.

**Administration/Planning allowance:**

All services allocated more than $5,000 in School Readiness Funding, can allocate up to five per cent of the funding (capped at $10,000 per service) to support the administration and planning of School Readiness Funding. This allowance can be included in annual plans as part of the 25 per cent available for Flexible Funding.

* Please select any of the priority areas, using free text add “Administration/Planning” as the Item, and note “N/A” for the Indicator and Measure of Success field.
* This item must not exceed five percent of the total service level SRF allocation, and must not be more than $10,000.