



Catalyst Financial Assistance Guidelines

What is Catalyst Financial Assistance?

The overall objective of Catalyst Financial Assistance is to help eligible participants pay for tools, services, training and education that help them find and maintain a job.

Catalyst Financial Assistance forms part of the Catalyst program. More information can be found in the [Catalyst Fact Sheet](#).

How to access Catalyst Financial Assistance?

Catalyst Financial Assistance aims to help participants with some of the costs of finding or keeping a job.

We will consider the following factors when we are deciding whether to approve an application for Catalyst Financial Assistance:

- Availability of funds.
- Whether financial assistance can be sourced from another service provider, including an employment service provider or other community service providers.
- Financial Assistance is based on the needs of each applicant. Each applicant can receive a maximum of \$500 in each service cycle.
- Whether financial assistance is value for money. For any expense over \$200, the applicant must provide at least two quotes.
- Financial Assistance must meet any relevant laws.
- Applications must meet the overall objective of the Catalyst Financial Assistance.

Application for Catalyst Financial Assistance

Eligibility

To be eligible, the applicant must:

- Be an SGCH tenant or a household member.
- Be actively participating in the Catalyst program.
- Be unable to access all other funding, including funding from their employment service provider.
- Get approval for their application from our Housing Plus Manager.

Application Process

Catalyst participants who want to apply for Catalyst Financial Assistance must first discuss their needs with our Employment Opportunities Coordinator or Housing Plus Manager to make sure that their request meets the Catalyst Financial Assistance guideline.



Applicants are required to provide a tax invoice for services or goods required for Catalyst Financial Assistance to our Employment Opportunities Coordinator or Housing Plus Manager. In some cases, a tax invoice is not available from the supplier, the Housing Plus Manager can assess the application on a case-by-case basis.

SGCH does not reimburse you expenses you have already paid for.

Applicants do not need to repay any money they receive from Catalyst Financial Assistance.

Examples of how Catalyst Financial Assistance may be used:

- Enrolment administration fees for accredited training.
- Pre-employment checks (e.g. National Police Check, Working with Children Check, NDIS Workers' check).
- Employer-required training (e.g. First Aid Certificate, RSA, RCG).
- Work related licensing (e.g. Forklift License, White Card, Traffic Controller Ticket).
- Preparation for job interviews (e.g. haircut, interview clothing).
- Driving lessons, driving tests.
- Work tools.

Responsibilities

Catalyst Financial Assistance is managed by our Housing Plus Manager. Decision about assistance requests can be made by:

- Housing Plus Manager
- Head of Service Improvement and Outcomes
- Executive Director, Customers – Services

Appeals

If an applicant wants to appeal a Catalyst Financial Assistance decision, they should contact our Housing Plus Manager housing.plus@sgch.com.au.

If they are still not happy with the response, they can [lodge an appeal using our appeals process](#).