# Coordinated Funding Proposal (CFP) – frequently asked questions

## For participants

### What is a Coordinated Funding Proposal?

A Coordinated Funding Proposal is a process used to help a group of participants combine their funding to buy supports from NDIS providers.

### What is a CFP?

CFP is the shortened version for a Coordinated Funding Proposal. People like to call it a CFP because it is easier to remember.

A Coordinated Funding Proposal (CFP) can help:

* attract specialist providers to communities
* offer better value for money, by sharing costs such as provider travel and accommodation across a number of participants’ plans
* strengthen participants’ buying power when purchasing NDIS supports
* bring disability supports into underserviced communities.

### Why use a Coordinated Funding Proposal?

NDIS participants can use a Coordinated Funding Proposal when the supports they want are not available locally, too expensive or not good quality.

Coordinated Funding Proposals can help to:

* attract specialist providers to communities
* reduce the extra costs, such as provider travel and accommodation, by sharing costs across all participants’ plans
* strengthen participants’ buying power when purchasing NDIS supports
* bring disability supports into underserviced communities.

### How do we use a Coordinated Funding Proposal?

Find a group of people who want to buy NDIS supports together and follow the six step Coordinated Funding Proposal pathway.

* Step 1: Build the CFP group. Find a group of people with the same or similar support needs and form the CFP group.
* Step 2: Agree on the supports. Make sure the CFP group agrees on which NDIS supports they want to buy.
* Step 3: Ask for a quote. Ask providers how and if they can supply the NDIS supports and ask them for a quote.
* Step 4: Choose a provider. Choose which provider will provide the supports.
* Step 5: Set up the supports. Notify the successful provider and initiate service delivery agreements.
* Step 6: Monitor the supports. Make sure everyone receives their supports.

### What is a CFP group?

A CFP group is a group of people who come together and use a CFP to buy NDIS supports.

### How many people can be in a CFP group?

There is no minimum or maximum number of participants to form a CFP group.

### How do I find a group of other people that want to do a CFP with me?

There are various options, such as:

* friends or family might be able to help you find other people
* social groups, advocates, support groups, providers and support coordinators
* Facebook groups or other notice boards
* word of mouth.

### What is a CFP team leader?

A CFP team leader is a person who helps people with the implementation of a CFP.

### Do I need to have a CFP team leader?

No, a CFP team leader is not mandatory, but we do suggest you have a team leader to help people with the implementation of a CFP.

### Who can be a CFP team leader?

A CFP team leader can be a participant, a support coordinator, a person from the participants’ support network, an advocate, a peak body representative or a person who the CFP group trusts to help them.

### Who can implement a CFP?

A CFP can be implemented by a participant, a support coordinator, a person from the participants’ support network, an advocate, a peak body representative or a person who the CFP group trusts to help them.

### What if I decide in the middle of the delivery of supports that I don’t want to be a part of the CFP?

As is normal process, when you engage a provider, you will have a service agreement in place.

Each person in the CFP group will have an individual agreement with the provider.

The service agreement you put in place with the provider should outline the supports you want them to provide, what happens when either party decide to break the agreement and any other relevant details the CFP group would like included.

The quote the provider provides through the CFP process can form part of that agreement.

### What happens if there is a disagreement between people in the group that are purchasing the support and someone wants to pull-out?

If a person wants to pull out of the CFP group prior to entering into a service agreement with the provider because there is a disagreement with the CFP group, that is fine.

If the person wants to pull out because there is a disagreement with the CFP group after there is an agreement with the provider, the person will need to refer to their service agreement with the provider.

### Can providers take the money upfront before they deliver services?

No. Providers can only make drawdowns on participants’ plans after they have delivered the service as agreed in the Service Agreement.

### What rules do we have to follow when implementing a CFP?

Providers and participants need to adhere to the same rules when using a CFP as they would normally adhere to when spending on their NDIS supports.

### What can providers charge for when quoting for a CFP?

The CFP group will provide a description of the supports they want to purchase from the provider.

The provider will be asked to provide a quote that covers the expected costs required to deliver the supports.

As is normal, the provider will need to provide the quote based on the [NDIS price guide and guidelines](https://www.ndis.gov.au/providers/price-guides-and-pricing).

### Can the providers charge for travel and accommodation and other costs involved in delivering the supports?

A CFP can offer good value for money for NDIS participants, by sharing travel costs across a number of plans.

Providers who quote for a CFP will tell the group how much travel costs are likely to be and how this could be shared among the plans of the CFP group members.

Your location will dictate what and how a provider can charge for the costs involved in travelling to provide supports.

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.

### If I don’t want to manage the CFP who can help me and my CFP Group?

If you cannot find someone who is a part of your normal support network to help implement a CFP, you should contact you support coordinator, local area coordinator or NDIS partner in your area.

### If we get lots of providers applying for the CFP, how do we choose one?

It is up to the CFP group on how many providers to approach with a description of supports. Three quotes is recommended.

### How do we choose which provider is the best to use?

When you form your CFP group and decide what supports you want to buy you should discuss with the CFP group what is important when you engage a provider.

Refer to the Team Leader check list and CFP Templates.

## For partners, peak bodies and providers

### Who can implement a CFP?

A CFP can be implemented by a participant, a support coordinator, a person from the participant support network, an advocate, a peak body representative or a person who the CFP group trusts to help them.

### Who can be a team leader for a CFP?

If the CFP group decide they want a team leader, they can decide together who they would like that to be.

### What is the process used to engage providers and participants?

Please see the CFP six step process at [Market monitoring and intervention | NDIS](https://www.ndis.gov.au/providers/market-monitoring-and-intervention).

### What is the role of providers in a CFP?

The role of providers in a CFP process is to provide a quote, if they choose to when asked, and then, if selected by the CFP group, to deliver the supports identified in the CFP description of supports.

### What is a description of supports?

A description of supports is a document or email asking providers to supply the supports the CFP group agree on.

### What criteria is used to assess if providers are appropriate for the CFP?

The criteria used to assess the providers’ suitability should be outlined by the participants in the description of supports.

*Please see above: How do we choose which provider is the best to use?*

### What is the role of the local area coordinator (LAC)?

Current and past CFP projects have not involved local area coordinators. However, LACs have been involved in other thin market projects. The NDIA recognises their key role in NDIA markets.

Participants are always encouraged to approach the LAC in their region if they need assistance using their plans.

### What is the role of the support coordinator in a CFP?

Support coordinators can act as a team leader and support participants to implement a CFP.

### Do participants’ plans need to be amended to participate in a CFP? If so, how?

Participants will need to have the necessary funding in their plans to participate in a CFP.

CFPs work within the normal plan arrangements for individual participants.

### Do service agreements have to be amended when using a CFP?

The normal NDIS guidance for service agreement arrangements applies under a CFP process. More information can be found [here](https://www.ndis.gov.au/providers/working-provider/connecting-participants/service-agreements).

Outside of the supports identified in the CFP, any current service agreements for NDIS supports continue to apply.

### What do providers need to think about when providing a quote for a CFP?

Refer to the price guide and CFP templates [Market monitoring and intervention | NDIS](https://www.ndis.gov.au/providers/market-monitoring-and-intervention)