

StreetSmart Australia | SleepSafe Program Guidelines

About us and the SleepSafe Program

SleepSafe is a collaborative initiative between Sheridan and StreetSmart Australia. StreetSmart Australia is a Public Benevolent Institution that exists to improve the lives of people experiencing or at risk of homelessness. SleepSafe is a national material aid distribution program that provides high-quality sheet and towel kits to community organisations to support people facing homelessness. You can read more about the program [here](#).

Aims of these guidelines/policy

As the charity partner of the SleepSafe program, StreetSmart manages the distribution of Sleep kits to community organisations and this policy gives guidance on:

- Eligibility of SleepSafe Community Partners
- Permitted and Prohibited uses of Sleep Kits
- The SleepSafe process (including expressing interest, ordering, and delivery)
- SleepSafe Acquittal process
- SleepSafe distribution timetable
- Causes for withholding Sleep Kit deliveries to Community Partners

Community Partner Eligibility for the SleepSafe Program

Registration/charitable status	SleepSafe community partners must be frontline community organisations that are Not-For-Profits with or without Charitable status, working to support those at risk of, or experiencing, homelessness. We use information from registries like the Australian Charities and Not-for-Profit Commission (ACNC) and Australian Business register to understand and confirm an organisation's charitable and Not-for-Profit status. While recipients do not need to hold a Deductible Gift Recipient -1 (DGR) status, recipients will preferably be an Australian charity registered with the ACNC. In order for StreetSmart to ascertain a fair and reasonable understanding of an organisation's charitable and not for profit status, community partners must be able to demonstrate current and transparent financial reporting.
Impact areas	Recipients must be focused on working with people experiencing homelessness or intersectional hardship and vulnerabilities that put them at risk of homelessness.

	We define homelessness broadly as inadequate access to safe and secure housing, including but not limited to sleeping rough, insecure housing, temporary accommodation and couch-surfing, and programs working to prevent homelessness occurring in areas of poverty and disadvantage.
Organisational size	Our focus at StreetSmart Australia is to support smaller, grassroots organisations with an annual turnover of less than AUD \$5 million. Through the SleepSafe program, when stock levels permit, we are often able to support larger organisations, however our core aim remains to seek out and support smaller organisations.
Jurisdiction	Community partners must operate and deliver programs within Australia.

Use of SleepSafe Kits by Community Partners

Permitted use of SleepSafe kits	SleepSafe Kits are fundraised and produced to be used in accommodation settings and not as material aid in rough sleeping settings. Due to their design (i.e a fitted sheet, pillowcase etc.) they are intended to be used to support individuals who have access to shelter/accommodation (i.e in boarding houses, couch surfing, staying in crisis accommodation or moving into stable housing etc). When SleepSafe community partners receive Sleep Kits, we expect them to: ● use them to support those who seek support through their service and are facing or experiencing homelessness in Australia ● provide them free of charge, with no financial barrier or commitment asked ● distribute all kits in timely manner, minimising stockpiling and only reordering when your stocks are low ● notify us of any change that may affect the recipient's ability to use SleepSafe kits for the intended outcome
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	• notify us of any change that may affect the recipient's ability to use SleepSafe kits within 6 months from delivery - e.g., organizational closure, program change etc. SleepSafe kits contain several items (sheets, pillowcase, and towel) and these are intended to be provided to those in need as a 'whole kit'. We understand that this is not always appropriate based on an individual's needs but ask community partners to use discretion and common sense to ensure 'whole kits' are provided when possible and appropriate.
Prohibited use of kits	Kits must not be used by community partners to generate revenue in any capacity (i.e. they must not be sold for a profit, used in an auction or raffle etc) StreetSmart works at the intersection of multiple vulnerabilities and across diverse at-risk cohorts including Domestic and Family violence, justice system involvement, LGBTQIA+ communities, people seeking asylum, CALD communities, and youth, and Aboriginal and Torres Strait Islander communities. We will not provide Sleep Kits to community organisations if they are found to cause harm or distress to these cohorts or exacerbate vulnerabilities through organisational programs/activities. This could include: • activities that engage in any worship, prayer, proselytising, or religious instruction, as we recognise the harm and damage these activities cause (or have caused) for people in the care of such institutions • programs or events where alcohol, drugs or opportunities to gamble are available, as we recognise the contributing harm of these activities for those at risk of or experiencing homelessness • programs engaging in or promoting unlawful activities or activities contrary to public policy (as defined under Australian charities law)

SleepSafe Process

Expression of Interest	Community organisations interested in receiving SleepSafe Kits are encouraged to send through an Expression of Interest online form here .
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Ordering	SleepSafe is an ongoing program with several distribution rounds throughout the year (refer to the Timetable section below). When stock becomes available, SleepSafe community partners will receive an invitation via email to complete an online order application form to complete. When a round opens, Sleep Kits are allocated on a first-come first-served basis until stock limits are exhausted. To ensure we are able to support as many organisations and communities as possible, we are only able to process 1 maximum order per organisation in each round. We encourage organisations with multiple programs/hubs to liaise internally about how best to share SleepSafe kits.
Delivery	Delivery is managed by Sheridan and a third party delivery company. StreetSmart tries our best to facilitate and accommodate successful delivery Sleep Kits, however we are not directly involved in the whole process. While delivery addresses and organisational details are shared with Sheridan and the third party delivery service, with notice, we are able to accommodate confidential addresses. If delivery is requested to a residential address, we require a secondary contact/staff member of the recipient organisation to be notified.

Acquittal process

Upon delivery of SleepSafe Kits, we ask community partners to confirm that they have received their order, via email, following the request that will be provided on notification that the SleepSafe order application has been successful.

As these kits have been made possible by the generous donations of customers at your local Sheridan Australia store and the efforts of the whole Sheridan team, we ask that community partners:

- provide images and quotes in recognition of the Kits' impact on your community and service, when requested
- provide a case study/impact story, if possible, when requested
- where appropriate, acknowledge StreetSmart Australia and Sheridan Australia in all related publications, social media and website content, and events.

In accepting SleepSafe deliveries, community partners give StreetSmart Australia permission to publish information and supplied images of the project being supported on our website, social media and reports. SleepSafe community partners must themselves hold permission from any persons featured in images and stories.

Causes for withholding Sleep Kit distributions to Community Partners

We may be unable to process SleepSafe order applications if:

- a community organisation's eligibility to receive Sleep kits cannot be confirmed or is pending (please refer to Community Partner Eligibility section)
- we cannot confirm that the intended use of Sleep Kits by a community organisation will be in line with the permitted and/or prohibited uses that have been stipulated (please refer to Use of SleepSafe Kits section)
- a community partner is consistently unable to provide appropriate acquittal (photos and/or quotes) regarding the impact and use of Sleep kits

SleepSafe distribution timetable

SleepSafe is an ongoing program with several opportunities to order SleepSafe kits throughout the year. Please get in touch with us at sleepsafe@streetsmartaustralia.org to learn more about the upcoming distribution timetable.

Contact us

If you are unsure as to the eligibility of your project/organisation or have any questions about our process, we strongly encourage you to reach out to us via sleepsafe@streetsmartaustralia.org