

Summary of Corps Based Social Guidelines

For all CBS initiatives, you can call your state's Community Services Specialist (CSS) as a first point of contact (CSS contact details are at the bottom of this page).

This page is a **summary of the process** involved in initiating and gaining approval for a Corps Based Social (CBS) program, service or activity. *The Corp Based Social Guidelines* contain more comprehensive information and should be read before embarking on Corps Based Social activity.

1. Check that your planned CBS program satisfies the definition consistent with Deductible Gift Recipients (DGR). See CBS Guidelines on page 3 and Appendix 1 on page 9 for the definition of DGR.
2. Complete a Mission Proposal Form (MPF) for:
 - All new CBS programs
 - Existing CBS programs where the risk profile is changing
 - Ongoing and active CBS programs that have not yet submitted an MPF
 - All contracts and grant applications
 - All RSAI funded programs each time. *** For all RSAI programs/initiatives contact your relevant divisional support person or Area Officer to gain access to the appropriate RSAI form in your division.

You can request a copy of the latest 'Mission Proposal Form' @ tsacontractservices@salvationarmy.org.au

3. There are four different categories of CBS programs, therefore different approval trails are required.

1. Programs managed by corps operating territorially endorsed programs. Corps should conduct a needs assessment of their local community to assist decisions about Corps Based Social programs. A territorially endorsed Corps Based Social Toolkit found on Salvos Central, is at the link https://salvosau.sharepoint.com/sites/SUP0239Toolkit This toolkit contains endorsed programs. However, it is important that Corps prioritise the identified needs of the community.	2. Programs managed by corps which are not in the CBS toolkit nor have a national stream Where corps wish to respond to a local need which is not in the toolkit, nor offered by a territorial stream, they will require specific approval. The focus of corps ministries should be missional, not clinical. The Mission Proposal form is the avenue for this approval.
3. Programs managed by corps where a National Stream exists. If a clinical response is needed, the strong preference of The Salvation Army is collaboration with existing streams of service. Corps are encouraged to focus on missional responses to this need. This allows for co-mission with strong governance and line management. Exceptions to this require specific approval.	4. Co-location of a corps with a Mission or Mission Enterprise Stream. The Territory strongly encourage co-location as an opportunity for collaboration in mission. In this model, line management is retained by the stream and so is not considered a Corps Based Social program.

For the approval trail, consult the CBS Guidelines on page 4 or phone your Community Services Specialist.

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