

# 2025 Children's Week Small Grants Program Guidelines

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## Program Overview

Children's Week will be held from Saturday 18 October to Sunday 26 October 2025.

The national theme for Children's Week 2025 is:

### **Everyone should know about Children's Rights!** *(from UNCRC Article 42)*

National Children's Week is well-recognised across Australia as a diverse program of highly engaging events and activities that celebrates all children and their rights.

The 2025 Children's Week Small Grants Program is managed by Playgroup Tasmania with funding provided by the Tasmanian Government.

Children's Week aims to be inclusive of and accessible to Tasmanians from all communities, and to be celebrated in all regions of Tasmania.

Following on from the successful Small Grant program in 2023 & 2024, the continued purpose is to increase the number, diversity and accessibility of Children's Week activities held in 2025. This year, there will be a strong focus on accessibility and making it easier for families to attend events in Tasmania.

\*'Accessibility' is defined as physical, geographic, cost, developmental and literacy-related accessibility. For example, holding an event in a remote community or providing free transportation are both things that make your event accessible to an increased number of people.

## Funding Arrangements

The Tasmanian Government has allocated \$10,000 for the 2025 Children's Week Small Grants Program.

Ten grants of **\$1,000** each are available to organisations to support 2025 Children's Week events, activities, or projects. Please note that consideration will only be given to applications for the full amount of funding.

Organisations are encouraged to work in partnership with other groups and organisations to plan their Children's Week event, activity or project. More than one application may be submitted but will need to be ranked in order of priority.

## Eligibility Criteria

### Eligible Applicants

If you are unsure about your ability to meet all aspects of the eligibility criteria, please contact Amanda at Playgroup Tasmania on 1300 035 350 or [amanda.treanor@playgrouptas.org.au](mailto:amanda.treanor@playgrouptas.org.au)

You may be asked to supply documentation to support your eligibility claims as part of the application process, or as part of an audit process to confirm your claims were true and correct.

The 2025 Children's Week Small Grants Program is open to applications from:

- Community playgroups that are members of Playgroup Tasmania;
- Organisational playgroups that are members of Playgroup Tasmania;
- Not-for profit-organisations or community groups;

Applicants that can apply must:

- be an organisation that delivers community support, services and/or programs to Tasmanians;
- be a Tasmanian organisation; and
- be incorporated organisations, or a community playgroup.

**If successful, applicants will be required to complete and comply with the Playgroup Tasmania Child Safety Statement of Compliance.**

**NOTE:** Eligible organisations who are successfully awarded a grant are required to hold and maintain appropriate public liability insurance. All Community Playgroups with Playgroup Tasmania registration are covered by public liability insurance through their Playgroup Tasmania membership.

Where applicable, applicants will be asked to provide a copy of their public liability insurance as part of the application process.

### **Ineligible Applicants**

The following entities are not eligible to apply for funding under the Program:

- Australian Government agencies;
- Tasmanian Government agencies
- political parties;
- informal playgroups held in private residences;
- for profit organisations.

## **Assessment**

Applications must address the following three assessment criteria.

### **Assessment Criteria Weighting**

- A. Demonstrated objectives 40%
- B. Community and/or child voice 40%
- C. Simple budget 20%

**A. The project must support the following Children’s Week objectives and reflect the theme of Children’s Week 2025 (“Everyone should know about Children’s Rights”):**

1. Increase the number of activities.
2. Increase the accessibility\* of activities.
3. Increase the diversity\*\* of activities.

\*‘Accessibility’ is defined as physical, geographic, cost, developmental and literacy-related accessibility. For example, holding an event in a remote community or providing free transportation are both things that make your event accessible to an increased number of people.

\*\* ‘Diversity’ is defined as not just new types of activities but those that introduce different cultural, socio-economic, religious, language and other characteristics of people living in Tasmanian communities.

1. Increase the number of activities. For example, you may wish to:
  - Hold an event/activity for the first time.
  - Replicate an event/activity in a number of locations in your region or around the state.
  - Hold an event/activity more than once during the week.
2. Increase the accessibility of activities. For example, you may wish to:
  - Purchase resources and equipment for use at the event or activity
  - Hold an event/activity in a new or remote location.
  - Provide free transport to enable families on low incomes or without access to transport to attend your event/activity.
  - Hold an event/activity in a fully accessible location or make alterations to ensure the location becomes fully accessible to people of all abilities.
  - Make your event/activity free-of-charge.
  - Hire an Auslan Interpreter to interpret at your event/activity.
  - Develop promotional information in a variety of languages.
3. Increase the diversity of activities. For example, you may wish to:
  - Hire multicultural groups to cater or provide entertainment as part of your event/activity.
  - Hire speakers from different backgrounds to talk about their experiences.
  - Include a formal Welcome to Country at the opening of your event/activity.
4. Consider any possible issues/risks that could arise and how they intend to address these potential issues. (For example, what will happen if you plan an outdoor event and it rains? How will you make sure children are safe if there is a hazard nearby (like a river or road)?

**B. The application must describe how you have included the ‘child’s voice’ in your event/activity design by:**

- Describing the ways you interacted with children to get their ideas for a Children’s Week activity.
- Where possible, providing examples of children’s input (such as drawings or notes) about what they said.

### C. The application must include a simple budget outlining:

- Details about how the \$1,000 grant funding will be spent (which may include purchase of new equipment and resources for use in Children's Week)
- Whether you have other sources of income (for example, will you receive additional funds or in-kind support from another organisation or grant program?)
- Proposals demonstrating strong partnerships with other organisations to support project planning and delivery are strongly encouraged.

*Playgroup Tasmania acknowledges the observed public holiday in Southern Tasmania on Thursday, 23rd October 2025, which may affect the ability of some organisations to host events on this day.*

## Assessment process

2025 Children's Week Small Grants Program grants will be awarded through a two-stage process:

Stage 1: Applications will be reviewed against the eligibility criteria, funding conditions and restrictions noted above. Eligible applications which meet the conditions will progress to Stage 2.

Stage 2: Applications will be assessed by a panel of representatives from community and not for profit groups and organisations across Tasmania, including one Playgroup Tasmania staff member. Assessment will be against the three criteria which are weighted 40%, 40% & 20%. The available funding will be allocated to the strongest applications as assessed against the criteria.

## Funding conditions and restrictions

Funding will not be provided for:

- Staff wages (unless it involves additional hours specifically for the Children's Week project);
- Building, refurbishment and maintenance;
- Projects that require ongoing funding; or
- Ongoing commercial activities.
- Priority will be given to smaller organisations that rely on this funding to carry out their activities.
- Closed events which are not available for the general public to attend.

All funding is subject to terms and conditions, which will be outlined in a Grant Agreement with successful applicants. These include:

- The event or activity must take place during Children's Week in Tasmania 2025 (Saturday, 18 October 2025 – Sunday, 26 October 2025).
- The event or activity must be free for children and families or, if a volunteer group, require a small, voluntary donation only;
- The event or activity must be branded with the appropriate Children's Week, Playgroup Tasmania and Tasmanian Government logos;
- Funding must be spent as described in the application. Any changes must be approved by Playgroup Tasmania prior to Children's Week

## Child Safe Events

If successful, applicants will be required to complete and comply with the Playgroup Tasmania Child Safety Statement of Compliance.

## Timeframes

Applications must be received by 2:00pm Monday 2 June 2025. Late applications will not be accepted.

It is intended that applicants be notified of the outcome of their application by 16 June 2025.

Below is a table for the critical dates of the grant program.

Description	Date
Program opens	Friday 9 May 2025
Program closes	Monday 2 June 2025 (2:00pm)
Outcome expected to be advised (estimated date)	Monday 16 June 2025
Funding disbursed by	Monday 30 June 2025
Projects are expected to be completed by	Sunday 26 October 2025
End of project report to be completed by	COB Friday 21 November 2025

During the assessment process Playgroup Tasmania may, at its discretion, require further information to support or clarify an application. Failure to provide further requested information may result in the application being unsuccessful.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application by the estimated date above.

Successful applicants will receive a Grant Agreement or Grant Deed outlining the funding terms and conditions. Unsuccessful applicants will receive a letter advising they have been unsuccessful.

Organisations that receive funding through the Grants Program are required to use all grant funds towards the funding as per this agreement.

Information gathered from all reports will be used to evaluate the Grants Program and satisfy Playgroup Tasmania's reporting requirements. The Final Report must include an explanation of how the grant funds were used, including a signed financial acquittal/declaration.

Organisations may be required to complete a Statement of Compliance declaring that the grant has been spent in accordance with the grant application and agreed purpose of funding. The Final Report must be completed and submitted by COB 21 November 2025.

## Successful Grant Applications

The details of all successful applicants may be made public on the Playgroup Tasmania website, social media or in media and promotional activities.

## Guide to Applicants

Applicants must complete the online application form, available through the following URL <https://communitiestas.smartygrants.com.au/PGTCW>

Applicants will have the option of attaching evidence of current public liability insurance (if applicable) see note on page 4.

If you are having difficulty accessing the application form, or have any questions regarding the application process, please don't hesitate to contact Amanda at [Amanda.Treanor@playgrouptas.org.au](mailto:Amanda.Treanor@playgrouptas.org.au) or call 1300 035 350.

On submission of your application, you will receive a confirmation email with your application form in PDF format from SmartyGrants. If you do not receive the confirmation email of your application, please contact Playgroup Tasmania on 1300 035 350 or email [amanda.treanor@playgrouptas.org.au](mailto:amanda.treanor@playgrouptas.org.au)

## Taxation and Financial Implications

Organisations must indicate whether they are registered for GST in their grant application.

## Personal Information

Personal information will be managed in accordance with the Personal Information Protection Act 2004.

## Provision of Grant Funding

Assessment and approval of a grant is based on the information supplied in the grant application form.

The provision of grant funding is subject to the successful applicant meeting the requirements of the grant, being the intended purpose outlined in the grant application, any further terms and conditions outlined in a grant funding agreement/deed and meeting the terms outlined in these program guidelines.

Failure to adhere to the requirements of the grant, or the provision of false or misleading information, will require the grant funding to be returned to Playgroup Tasmania.