

# 2024 Children's Week Small Grants Program Guidelines

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## Purpose

Children's Week will be held from Saturday 19 to Sunday 27 October 2024.

The national theme for 2024 Children's Week is:

Children have the right to a clean and safe environment  
*(from UNCRC Article 24)*

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 2024 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, the continued purpose is to increase the number, diversity and accessibility of Children's Week activities held in 2024. This year there will be a particular focus on the West and North West regions of Tasmania to provide additional opportunities for children in these regions to engage in Children's Week.

## Funding Arrangements

The Tasmanian Government has allocated \$10,000 for the 2024 Children's Week Small Grants Program.

Ten grants of \$1,000 each are available to organisations to support 2024 Children's Week events, activities, or projects. Please note that consideration will only be given to applications for the full amount of funding.

Regional allocation of the funding will be as follows:

- Three (3) grants to Southern region
- Two (2) grants to Northern region
- Five (5) grants to West and North West regions

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. Please note that if the number of eligible applications are not received in specific regions additional allocations will be made to other regions.

## Eligibility Criteria

### Eligible Applicants

If you are unsure about your ability to meet all aspects of the eligibility criteria, please contact Erin at Playgroup Tasmania on (03) 6331 6599 or [admin@playgrouptas.org.au](mailto:admin@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 2024 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; and
- Child and Family Learning Centres (CFLCs), state libraries, schools, colleges and tertiary institutions (whether government or non-government).

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.

NOTE: Eligible organisations who are successfully awarded a grant are required to hold and maintain appropriate public liability insurance. All Playgroup Tasmania Community Playgroup Members 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 (except CFLCs, state libraries, schools, colleges and tertiary institutions);
- political parties;
- informal playgroups held in private residences;
- for profit organisations.

## Assessment

Applications must address the following five assessment criteria.

### Assessment Criteria Weighting

- A. Demonstrated objectives 20%
- B. Community Involvement 20%
- C. Benefit to the Target Group 20%
- D. Project Plan 20%
- E. Simple Budget 20%

- A. The project must support the following Children's Week objectives and reflect the theme of Children's Week 2024:
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:
  - 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.
  - Hold an event/activity for the first time.
  
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. This could include purchasing items to create a calming area for children who experience sensory overload.
  - Make your event/activity free-of-charge.
  - Hire an Auslan Interpreter to interpret at your event/activity.
  - Print 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.

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 specify the benefits of the project.

The application should identify:

- The anticipated benefits of the project for children, families or the community.
- How the project will contribute to the overall success of 2024 Children's Week (for example, by adding to the number of events), and
- How the project will be inclusive of all families in the community.

D. The application must detail a basic project plan which includes:

- Timelines (when you will start planning the event and when it will take place)
- Details of who is responsible for ensuring the project is undertaken and completed, and
- 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)?

E. 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.

## Assessment process

2024 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 five criteria which are weighted equally. The available funding will be allocated to the strongest applications as assessed against the criteria taking into account the regional distribution of grants (as outlined on page 3).

## 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.

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 should take place during Children's Week in Tasmania 2024 (Saturday, 19 October 2024 – Sunday, 27 October 2024).
- The event or activity must be free for children and families or 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

Successful applicants for 2024 Children's Week Small Grant Project will be required to acknowledge in writing their commitment to the National Principles of Child Safe Organisations.

## Timeframes

Applications must be received by 2:00pm Monday 3rd June 2024. Late applications will not be accepted.

It is intended that applicants be notified of the outcome of their application by 13 June 2024.

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

Description	Date
Program opens	Friday 10 May 2024
Program closes	2:00pm Monday 3 June 2024
Outcome expected to be advised (estimated date)	Thursday 13 June 2024
Funding disbursed by	Thursday 27 June 2024
Projects are expected to be completed by	Sunday 27 October 2024

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 complete a brief Final Report using a template that will be provided by Playgroup Tasmania.

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 financial acquittal.

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 29 November 2024.



## 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 Erin at [admin@playgrouptas.org.au](mailto:admin@playgrouptas.org.au) or call 1300 035350.

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 035350 or email [admin@playgrouptas.org.au](mailto:admin@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.