

THE CITY OF GREATER GEELONG

CHILDREN'S WEEK PROGRAM

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2020–21 GUIDELINES

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About Children's Week

Children's Week is an international event designated by the United Nations and celebrated annually in the fourth week of October. This year, Children's Week will take place from Saturday 24 October to Sunday 1 November 2020.

Children's Week in Geelong represents one of the largest community celebrations focusing on young children. The week is designed to celebrate and promote the unique contributions that young children make to our community and focus community attention on the needs and issues associated with early childhood.

The Children's Week National theme for 2020 is based on the United Nations Convention on the Rights of the Child Article 15; **'Children have the right to choose their own friends and safely connect with others'**

CHANGES TO THE GEELONG CHILDREN'S WEEK PROGRAM FOR 2020

In these unprecedented times, the safety and well-being of the community is our main priority and will be the basis of all our actions for Geelong Children's Week 2020.

In response to the current restrictions due to the coronavirus pandemic (COVID-19), the City along with other organisations have moved to a virtual space.

The format of Geelong Children's Week for 2020 has changed, with the program moving online and the fun delivered virtually to children and families.

This is an amazing opportunity to provide participants in Children's week with a unique experience and one to remember. It is an opportunity to explore ways to deliver our amazing services far and wide through virtual fun and activities.

All activities must comply with the latest health advice and government restrictions.

We encourage you to read the information at [DHHS coronavirus website](#) and [Health.gov.au](#) to assist you to make informed decisions regarding your upcoming program or event.

HOW CAN COMMUNITY GROUPS, CLUBS OR ORGANISATIONS GET INVOLVED?

Hold an Event in Children's Week

- Not-for profit community groups and organisations located within the City of Greater Geelong can engage with children and families by delivering an online children's event or activity. Eg pre-recorded, livestreaming, virtual activities, webinar
- Community groups and organisations can apply for financial support to assist with the cost of presenting an online event or activity **and/or** for that event to be advertised and promoted in the Children's Week online Calendar.

WHAT SUPPORT IS ON OFFER?

Grants

- A limited number of grants of up to **\$400** are available from the City of Greater Geelong to assist organisations with the costs associated with developing an online Children's Week activity
- Local Government and Not for Profit organisations can also apply for a Children's Week Grant through the Department of Education and Training (DET), from July via the following link:
<http://www.education.vic.gov.au/about/events/pages/childrensweek.aspx>

Free Promotion

- Events and activities will be advertised and promoted on the Geelong Children's Week Web Page Calendar.
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HOW TO APPLY

Applications to apply for a grant **and/or** to list your Children's Week activity on the Children's Week Web Page Calendar must be made via our SmartyGrants online system. There are two ways to access the online application form.

1. Select this link [Children's Week 2020](#) click 'Apply online' and log-in using an existing SmartyGrants account or create a new account.
or
2. Visit geelong.smartygrants.com.au/applicant, and log-in using an existing SmartyGrants account or create an account. Then choose the Children's Week Program 2020 for the list of grants under the heading 'Current rounds' and apply.

KEY DATES

Applications will be accepted until 5.00 pm on the closing date. **Incomplete or late submissions of applications will not be accepted.**

Initial closing 5.00pm Friday 17 July 2020

UPDATE: CLOSING DATE NOW EXTENDED UNTIL 5.00PM FRIDAY 24 JULY

Grant applications decided: July/August 2020

PERMITS AND APPROVALS

If an event is being filmed in a Council owned or managed facility, it is the responsibility of the organisation to seek Council approval for the event, apply for all required permits and ensure that all relevant legislation is complied with. Please use the council event [planning guide](#) to assist with planning a safe and successful event.

A risk assessment plan may also be required to be submitted once an event has been approved for funding.

CONTACT INFORMATION

For more information, please contact administration at Ariston House fsadmin@geelongcity.vic.gov.au or phone 5272 4741

NOT THE RIGHT GRANT FOR YOU?

There are a variety of other funding opportunities available through our Community Investment and Support Fund.

Find out more by visiting www.geelongaustralia.com.au/grants

Who can apply?

The following table describes who is (and isn't) eligible to apply for funding through these grants:

APPLICANT TYPE	YES	NO
Not-for-profit, incorporated bodies, co-operatives or associations	✓	
Registered charitable organisations – refer to the Australian Charities and Not-for-profits Commission	✓	
Unincorporated bodies with an auspice	✓	
Eligible applicants, as listed above, who hold an Australian Business Number (ABN) or provide a Statement by a Supplier Form , available from the Australian Tax Office.	✓	
Early childhood services and primary schools for activities that are curriculum based or routinely occur within education programs		X
Services and organisations that are the responsibility of other levels of government or Council departments.		X
Profit-making organisations, commercial entities, businesses, individuals and sole traders		X
Organisations with outstanding debts or arrears to the City of Greater Geelong		X
Organisations that have not provided a satisfactory evaluation/acquittal form for any previous funding received from the City – this includes organisations that have acted as an auspice for an unincorporated group		X

What can you apply for?

The following checklist is to help identify the types of projects that will and will not be considered for funding and/or inclusion in the Geelong Children's Week web page Calendar.

CHILDREN'S WEEK EVENTS/ACTIVITIES CHECKLIST	YES	NO
Event/activities held in the City of Greater Geelong during Children's Week between Saturday 24 October to Sunday 1 November 2020	✓	
A one-off online event or activity that specifically targets young children aged between 0-12 years and their families.	✓	
Events/activities where the focus is Children's Week	✓	
Events/activities designed to celebrate and promote the unique contributions that young children make to our community and focus community attention on the needs and issues associated with early childhood.	✓	
Demonstrated maximum involvement by children, families and the local community in the online event, activity for which the grant is being applied.	✓	
Activities/events that include/promote the Children's Week theme for 2020 'Children have the right to choose their own friends and safely connect with others'	✓	
Events/activities that comply with Child Safe Standards. For more information about these standards, refer to : https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/	✓	
Non-child focused events		X
Events/Activities not held during Children's Week 2020 and that take place outside the City of Greater Geelong municipality		X
Activities aimed at promoting political views		X

The following is a list of expenses that grant funds **will not** cover:

- Administration costs associated with the normal business requirements of the organisation.
- Staffing costs and salaries (the costs associated with one off entertainers and service providers engaged as part of your event are however eligible)
- Capital works and/or equipment purchases

How are applications assessed?

Pre-eligibility checks – applications are checked against the criteria to determine their eligibility.

- Internal panel assessment – eligible applications will be assessed according to the assessment criteria (see tables below).

GRANT ASSESSMENT CRITERIA

Requests for funding will be assessed on a weighted average scoring system, as shown in the tables below:

CLEVER AND CREATIVE COMMUNITY PROJECTS

Key criteria – weighting

What we look for when assessing a project grant application

Well-planned project – 35%

The application must demonstrate:

- clear reasons why the grant is needed and how it relates to Geelong Children's Week 2020.
- a clear description of the proposed online event/activity, and how it will be delivered e.g. pre-recorded, livestreaming, virtual, and who will participate in the activity. Activity images and recorded online activities must be provided no later than Friday 4 September 2020.
- That the applicant and the event/activity comply with Child Safe Standards. refer to: <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation>
- supporting evidence to show that any required insurances, permits and approvals relevant to the project have been obtained
- consideration to ensure that the project/activity will comply with COVID-19 restrictions
- A clear, well balanced budget. Budgets must describe and show the total cost of the proposed activity and list any other additional sources of funds that will contribute to the total costs.
- The organisers have the capacity to deliver the project. (e.g. resources, skills, oversight)

Community impact – 60%

The Children's Week activity aims to:

- contribute to the City of Greater Geelong's goals of a vibrant and prosperous community.
- celebrate and promote the unique contributions that young children make to our community and focus the attention of the wider community on the needs and issues associated with early childhood.
- maximises involvement by children, families and the local community.
- consider how to provide suitable access for people with all abilities.
- *highlight the 2020 Children's Week theme of '**Children have the right to choose their own friends and safely connect with others**'

**Based on the United Nations Convention on the Rights of the Child: Article 15.*

Environmental impact – 5%

The application demonstrates how it will:

- enhance sustainability and avoid negative impacts on the built and natural environment
- minimise the project's environmental footprint.

General guidelines

The following guidelines apply to all Community Investment and Support Fund grants:

- Applicants must offer a project within the City of Greater Geelong municipality.
- Grant amounts offered to successful applicants are based on outcomes determined during the assessment process and in line with budget limitations.
- As it is a competitive process, not all applications will necessarily be funded. In some cases, applicants may also be offered partial funding to run a reduced or modified project.

Children's Week 2020 additional guidelines:

- Activity images and recorded online activities must be provided to the City for approval and uploading, no later than **Friday 4 September 2020**
- Filming guidelines will be provided on confirmation of registered online activity
- All events, performances or activities will be required to identify at the beginning of their recording that it is part of Children's Week 2020. A statement will be provided once your event application has been accepted

AUSPICE INFORMATION

Your application will require an auspice if your not-for-profit organisation is not incorporated or is not one of the other types of legal entities listed in the individual grant guidelines (see Who can apply?)

An auspice is an organisation that meets our eligibility criteria and agrees to support your application. If you're successful, the grant funds will be paid directly to the auspice, who must then pass it on to you.

If you are planning on using an auspice, you must obtain approval from your proposed auspice before you submit your application and keep the auspice fully informed of the details of the application and all project aspects and progress.

Your auspice may also provide public liability insurance for your project. If this is your intention, you must obtain a Public Liability Insurance Certificate of Currency from the auspice and include it with this application. Please note that a policy statement or receipt is not acceptable. Be aware that some auspice organisations may charge an auspice fee. This is at their discretion and should be negotiated between the applicant and the auspice.

FUNDING AGREEMENTS

Successful grant applicants will be required to enter into a funding agreement that will establish:

- a. the terms and conditions of funding
- b. the details of the activity (note: you must arrange public liability insurance for funded events, as required)
- c. the deliverables
- d. acquittal, evaluation and reporting requirements and
- e. the schedule of payments.

Allocated funds must be expended for the Children's Week online activity, unless otherwise negotiated.

If we do not receive a tax invoice by the requested date, the grant offer will be automatically withdrawn.

PROMOTION AND MARKETING

All events, performances or activities will be required to identify at the beginning of their recording that it is part of Children's Week 2020. A statement will be provided once your event application has been accepted

As a condition of Children's Week grant funding, successful recipients are required to acknowledge Council as a funding source on all marketing and publicity materials.

This will include a slide at the end of your video with the City of Greater Geelong logo and the words 'This project is supported by City of Greater Geelong through its Children's Week Program.'