

THE CITY OF

GREATER GEELONG

CHILDREN'S WEEK PROGRAM



2021-22 GUIDELINES

Contents

About these grants	3
How to apply	4
Key dates	4
Permits and approvals	4
Contact information	4
Not the right grant for you?.....	4
Who can and can't apply?	5
Auspice information.....	5
What can you apply for?.....	6
Children's Week 2021 – Additional requirements and information	6
What won't be funded?	7
How are applications assessed?	8
Assessment criteria.....	8
Prioritising applications	9
What happens next?	10
If your application is successful.....	10
If your application is unsuccessful	10
Funding agreements	10
General information	11
Grant allocation information	11
Acknowledgement, promotion and marketing	11
Acquittal, evaluation and reporting	11
Insurance	11
Payment of grants	12
Timing.....	12
Variation to funded projects.....	12

About these grants

Children's Week is an international event designated by the United Nations and celebrated annually in the fourth week of October. Children's Week 2021 will take place between 23 to 31 October 2021.

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 format of Geelong Children's Week for 2021 will be both face to face community or online events and activities for children and families.

Community groups and organisations can apply for grants to assist with the cost an event or activity and/or for that event to be advertised and promoted in the Children's Week online Calendar.

The objectives of providing this support are to:

- Support not for profit community groups and organisations located in the City of Greater Geelong to engage with children and families by delivering a children's event or activity such as a face to face community events, pre-recorded livestreaming virtual activities or webinars.
- Celebrate and promote the unique contributions that young children make to our community.
- Focus community attention on the needs and issues associated with early childhood.
- Support activities that highlight the Children's National theme for 2021 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**'
- Support activities that highlight the 2021 key messages of reconnecting with nature and the outdoors, connecting with others and your community and brining the fun to you.

There is a total grant pool of \$6,000 with individual grants being offered of up to \$400 per application.

There are two categories of support on offer (see table below).

All activities must comply with the latest health advice and government restrictions, as detailed on the following websites:

- www.dhhs.vic.gov.au/coronavirus
- www.vic.gov.au/coronavirus-covid-19-restrictions-victoria

CATEGORY	WHAT WILL BE FUNDED/PROVIDED	MAXIMUM FUNDING PER APPLICANT
Grants	<ul style="list-style-type: none">• A limited number of grants are available from the City of Greater Geelong to assist organisations with the costs associated with developing a face to face or 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	\$400 <i>Refer to DET website</i>
Free Promotion	<ul style="list-style-type: none">• Events and activities will be advertised and promoted on the Geelong Children's Week Web Page Calendar.	N/A

HOW TO APPLY

Applications for this grant must be made via our SmartyGrants online system.

There are two ways to access the online application form.

1. Visit the [Community Grants page at the Geelong Australia website](#), select the grant program you wish to apply for from the list, click the 'Apply online' button that appears on the page, log-in or create an account
2. Visit <https://geelong.smartygrants.com.au/applicant>, select 'current rounds' at the top right of the page, select the grant you wish to apply, log-in or create an account

then complete and submit the form.

KEY DATES

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

Applications close: **Extended to 2 August 2021**

Grant applications decided: **early September 2021**

PERMITS AND APPROVALS

Events/activities must 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/>

Some events/activities will require a permit to proceed. If you are organising a community event, please refer to our [Events Planning Guide](#) for further information.

Note: Permits and approvals must be obtained before you submit your application.

CONTACT INFORMATION

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

For help with the application process, please contact our grants team at communitygrants@geelongcity.vic.gov.au, or call our grants team on 5272 5039 or 5272 4736.

NOT THE RIGHT GRANT FOR YOU?

There are a variety of other funding opportunities available. Find out more by visiting www.geelongaustralia.com.au/grants

Who can and can't apply?

The City's grants are primarily offered to not-for-profit community organisations with some exceptions to suit the objectives of individual grants.

All applicants must possess an Australian Business Number (ABN) or provide a [Statement by a Supplier Form](#) available from the ATO website <https://www.ato.gov.au>.

Applicants must have fully acquitted previous successful (funded) applications as required and have no outstanding debts or arrears to the City of Greater Geelong.

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	✓	
Early childhood services, schools and learning institutions – only for activities that are not curriculum based and the primary benefit is for the wider community	✓	
Services and organisations that are the responsibility of other levels of government or other Council Department.		X
Profit-making organisations, commercial entities, businesses		X
Individuals/Sole Traders		X
Early childhood services, schools and learning institutions for activities that are curriculum based or routinely occur within education programs		X
Organisations (and individuals if applicable) with outstanding debts or arrears to the City of Greater Geelong or experiencing insolvency or bankruptcy		X
Organisations that have not satisfactorily acquitted previous funding from the City as required - this includes organisations that have acted as an auspice for an unincorporated group		X

AUSPICE INFORMATION

Your application will require an auspice if your not-for-profit organisation is either:

- not incorporated or
- is not one of the other types of legal entities listed above.

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 them on to you.

If you are planning on using an auspice, you must:

- obtain approval from your proposed auspice before you submit your application.
- ensure the auspice is involved in making the application and all project aspects and progress.

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.

What can you apply for?

The following checklist is to help identify the types of events/activities that will be considered for funding and/or inclusion in the Geelong Children's Week web page Calendar.

- events/activities held in the City of Greater Geelong during Children's Week between Saturday 23 – 31 October 2021 and where the focus is Children's Week.
- a one-off face to face or online event or activity that specifically targets young children aged between 0-12 years and their families.
- 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 event or activity for which the grant is being applied.
- activities/events that include/promote the Children's Week theme for 2021 'Children have the right to choose their own friends and safely connect with others'.
- Activities that meet Children's Week 2021 key messages of reconnecting with nature and the outdoors, connecting with each other and your community, bringing the fun to you.
- 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/>

CHILDREN'S WEEK 2021 – ADDITIONAL REQUIREMENTS AND INFORMATION

In addition, the following relates to recordings and the delivery of events, performances and activities:

- activity images and recordings of online activities must be provided to the City for approval and uploading, no later than **Friday 3 September 2021**.
- 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 2021. A statement will be provided once your event application has been accepted.

Projects funded in previous years can be found at the Geelong Australia website.

If you are unsure that your project is suitable, please contact a grants team member to discuss

What won't be funded?

The following will not be funded through the City's grants:

- Projects or activities that occur outside the City of Greater Geelong municipality (where activities also have outcome/s that occur outside the Municipality, only the portion taking place within Greater Geelong is eligible).
- cost of Council services where fees are normally charged e.g. Council rates; waste removal; building or planning permit fees; parking fees, etc.
- staffing costs, although we will consider funding if the costs are related to the specific proposed project – such as costs to engage an external facilitator, consultant or contractor – if they can supply an ABN and written quote*.
- requests for retrospective purchases or projects, or where activities commence prior to submission of application.
- fundraising events, prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers.
- political gaming or gambling activities
- activities that could be considered core business i.e. those associated with the application organisation's normal or day-to-day operation (including regular projects and activities, administration, staffing costs, insurances and permits)
- projects, activities or events that could potentially commit Council funding on an ongoing basis
- projects, activities or events that have already received support from the City's grants
- projects, activities or events that better meet the criteria of another City of Greater Geelong grant or program

Additionally, the following items, activities or projects will not be supported by the Geelong Children's Week Program:

- non-child focused events
- events/Activities not held during Children's Week 2021
- capital works and/or equipment purchases.

**Note: this also means that we will consider funding the costs of entertainers/service providers engaged as part of your event – as long as they can supply an ABN and written quote.*

How are applications assessed?

All applications received will go through the following assessment process

- Eligibility checks – applications are checked against the criteria on pages 5 to 7 to determine their eligibility.
- Internal panel assessment – eligible applications will be assessed according to the assessment criteria and priority areas (see tables below).
- Executive review and endorsement – Executive will review the panel’s recommendation and determine the outcome.

ASSESSMENT CRITERIA

Applications will be assessed on a weighted average scoring system, as shown in the table below:

CATEGORY	
Key criteria – weighting	What we look for when assessing a project grant application
Well-planned project – 35%	<p>The application must demonstrate:</p> <ul style="list-style-type: none">• clear reasons why the grant is needed and how it relates to Geelong Children’s Week 2021.• a clear description of the proposed event/activity, and how it will be delivered e.g. face to face community event, pre-recorded, livestreaming, virtual, and who will participate in the activity. Activity images and recorded online activities must be provided no later than Friday 3 September 2021.• that the event/activity complies 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%	<p>The application must demonstrate the activity aims to:</p> <ul style="list-style-type: none">• 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.• maximise involvement by children, families and local community connection.• provide suitable access for people with all abilities.• *highlight the 2021 Children’s Week theme of ‘children have the right to choose their own friends and safely connect with others’ <p><i>*Based on the United Nations Convention on the Rights of the Child: Article 15.</i></p> <ul style="list-style-type: none">• highlight the key messages of ‘reconnecting with nature and the outdoors, connecting with each other and your community, bringing the fun to you’.

CATEGORY

Environmental impact – 5%

The application must demonstrate

- how the activity enhances sustainability and avoid negative impacts on the built and natural environment
 - how it will minimise the activity's environmental footprint
-

PRIORITISING APPLICATIONS

If the total request for funding exceeds the grant funds available, we will prioritise

- Applications that have not received funding from the City in the previous financial year
- Applications from organisation that do not receive funding from electronic gaming machines

What happens next?

IF YOUR APPLICATION IS SUCCESSFUL

Successful applicants will be notified in writing within one week after funding recommendations are endorsed.

If you are successful, you will be sent a funding agreement explaining the terms and conditions of our offer. Once you sign and return the agreement, we will send your funding within 30 working days.

IF YOUR APPLICATION IS UNSUCCESSFUL

Unsuccessful applicants will be notified in writing. If you would like further feedback on why your application was unsuccessful, please contact communitygrants@geelongcity.vic.gov.au

If there are funds remaining in the grant pool, we may choose to offer a second round of grants. While unsuccessful applicants are eligible to reapply, we would recommend revising the application to make sure it fits the assessment criteria before doing so.

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;
- c. the deliverables;
- d. acquittal, evaluation and reporting requirements; and
- e. the schedule of payments.

General information

The following information applies to all City of Greater Geelong grants.

GRANT ALLOCATION INFORMATION

A single project, event, activity or program will only be funded in one grant program category within a given financial year. This means we will not fund part of a project in one grant program, and part in another.

Applications can be made to multiple grant programs for relevant and distinct projects or programs.

Priority will be given to applicants that did not receive funding in the previous financial year.

Projects or programs that have already commenced prior to the application submission may not be eligible under some grant programs, please refer to individual grant guidelines or contact the Grants team for clarification.

Grant amounts allocated are specific to the grant category as detailed in each individual program guidelines.

Grant amounts offered to successful applicants are based on outcomes determined during the assessment process and in line with budget limitations.

As grants are a competitive process, not all applications will necessarily be funded even if they are eligible. In some cases, applicants may also be offered partial funding to run a reduced or modified project.

ACKNOWLEDGEMENT, PROMOTION AND MARKETING

Successful grant applicants must acknowledge The City of Greater Geelong as a funding source on marketing and publicity material and include the City's official logo with the following wording: 'This project is supported by the City of Greater Geelong Community Grants.'

A logo will be supplied via email to successful applicants.

Applicants are advised to contact the City's Communication and Marketing team on 5272 4803 to arrange for approval of proofs of all marketing materials before production.

Unauthorised use of the City of Greater Geelong logo or inappropriate attribution may result in the Funded Applicant being ineligible to apply for further grants.

ACQUITTAL, EVALUATION AND REPORTING

The acquittal, evaluation and reporting requirements will be confirmed with successful applicants as relevant to individual grant programs and be reasonable and commensurate with the purpose and amount of funding.

An online acquittal, evaluation template form will be provided to the funding recipient.

Where progress payments form part of the funding allocation arrangement, an online Milestone Progress Report template will be provided for the funding recipient to complete to demonstrate the agreed deliverables have been achieved prior to the release of the next scheduled payment.

Council officers may request meetings with the Applicant to check progress or undertake an independent audit of the books and records of the Applicant as they relate directly to the grant.

Accurate financial records of the recipient organisation must be maintained and made available to Council in the event of any further audit by Council into the use of the grant.

Organisations that do not submit a completed acquittal/evaluation form, including provision of an accurate statement of actual expenditure of funds will be ineligible to apply to City of Greater Geelong for future grants.

INSURANCE

If required, applicants must arrange Public Liability Insurance (PLI) to cover the activity detailed in the grant application and include a PLI Certificate of Currency with their application. Applicants using an Auspice would include a certificate from the Auspice organisation.

A policy statement or receipt of payment is not an acceptable substitute for the Certificate of Currency.

PAYMENT OF GRANTS

Grant payments are made to the applicant (or Auspice).

A Tax Invoice is required prior to releasing any grant funds. the Grants Team will contact successful grant applicants to arrange this at the appropriate time.

If successful applicants do not provide either an ABN or a "Statement by a Supplier" form the City may be required to withhold the top marginal tax rate (i.e. 46.5%) from the grant payment.

TIMING

Successful applicants must spend their allocated funds within 12 months of Notification, unless their funding agreement extends beyond 12 months or otherwise negotiated.

The City reserves the right to withdraw funding if we do not receive a Tax Invoice within the financial year the grant was awarded or by the due date/s included in the agreement.

All funds must be acquitted within one month of the agreed completion date for the project.

VARIATION TO FUNDED PROJECTS

Projects are funded for delivery as described in the Funding Agreement. Successful applicants must seek approval in writing from the City if changes need to be made. This includes delays to the original completion date or the ability to fully expend the grant funds within the agreed timeframes.

The City reserves the right to withdraw funding if the applicant is unable to confirm alternative arrangements within a reasonable time frame.

If a project is discontinued or the grant funds are no longer required, all funds must be repaid to the City.