



City of Kingston
Children's Week Grants
Guidelines 2022

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INTRODUCTION

Kingston City Council's Children's Week Grants program was established in 2008 to assist community groups and organisations to deliver a one off activity or event that celebrates Children's Week.

Children's Week is an annual worldwide event that celebrates the right of children to enjoy childhood and to recognise their talents, skills, and abilities.

In 2022 Children's Week will take place from Saturday 22 October to Sunday 30 October. For more information about Children's Week visit www.childrensweek.org.au

Aims of the Grants Program

Kingston City Council Children's Week Grants Program aims to support community activities that:

- Celebrates and supports children and their families through financial contribution to community groups and organisations;
- Makes the community stronger and more connected; and
- Provides children and their families with the opportunity to participate in a range of community activities.

IMPORTANT DATES

31 January 2022	Applications open (9.00 am)
31 March 2022	Applications close (Midnight)
April – June 2022	Assessment of applications
July - August 2022	Funding announcement made
September 2022	Grant payments processed
20 October – 30 October 2022	Children's Week Events delivered
20 December 2022	Acquittal form due

FUNDING AVAILABLE

Council has provided funding as part of the 2022-23 budgets for the provision of the Children's Week Grants program. Financial assistance of up to \$1,000 plus GST per successful applicant is available through the Children's Week Grants program.

FUNDING PRIORITIES

Applications that address one or more of the following priorities will be considered for funding:

- Activities that are open to the broader community and maximise the participation of Kingston residents and engage a broad range of families;
- Activities that celebrate the right of children to enjoy childhood and to recognise their talents, skills, and abilities;
- Activities that encourage the participation of children and their families, especially multicultural communities, Aboriginal and Torres Strait Islander communities, people with disabilities and families experiencing vulnerability;
- Activities that promote the health, learning, development, and wellbeing of all children;
- Activities that promote the importance of play; and
- Activities that demonstrate innovation and best practice.

ELIGIBILITY - WHO CAN APPLY?

Kingston City Council Children's Week Grants are open to community groups and organisations that are:

- Not-for-profit with a volunteer committee of management;
- Incorporated or auspiced by another incorporated organisation (a letter of support will be required by the auspicating organisation);
- Early years services managed by an Early Years Manager (a letter of support will be required by the Early Years Manager);
- Located in the City of Kingston or are open to and/or support Kingston residents; and
- Covered by adequate insurances including Public Liability (own cover or under an auspice organisation).

Please note that the following community groups and organisations are not eligible to make an application:

- Individual's applications;
- Curriculum-based school activities;

- Organisations that are the responsibility of other levels of government i.e. state or federal government departments;
- Foundations providing activities for fundraising purposes;
- Groups and organisations that have not completed the acquittal process for previous funding rounds; and
- Groups or organisations unable to demonstrate a history of sound financial management of public funds and/or have outstanding fees owing to Council.

WHAT CAN YOU APPLY FOR?

Applications are invited for the following types of activity:

- A structured and planned one off single activity or event, delivered in the City of Kingston, which targets children and their families and is open to the broader community to maximise the participation of Kingston residents and engage a broad range of families.
- Allocated funds can be utilised to include presenter fees, equipment hire, and/or a contribution to the purchase of resources that support the one off structured activity or event. Resources may include items such as:
 - Art and/or craft supplies;
 - Games and books;

The following types of requests are ineligible for support:

- A series of activities or events that are continuous or ongoing;
- Fundraising activities;
- Requests for funding above the published amount available;
- Salary, operational costs and event advertising;
- Catering including food and beverages
- Multiple applications submitted by organisations working in partnership;
- Retrospective funding i.e. spending on activities that have already happened;
- Funding requests not made on the official application form via Smarty Grants (Assistance will be available to support applicants with the process);
- Applications made by an auspiced or early years managed organisation that do not include a letter of support from the Auspice or Early Years Manager; and
- Applications that are incomplete or are received after the published closing date

HOW ARE THE APPLICATIONS ASSESSED?

The grant assessment panel will use a set of assessment criteria to consider all applications based on their merit.

The assessment criterion includes the following:

1. Community outcomes

- a. Encourages active community participation by catering to the broader community; and
- b. Encourages access by families experiencing vulnerabilities, especially multicultural communities, Aboriginal and Torres Strait Islander communities, and people with disabilities.

2. Link to planning

- a. Demonstrates innovation and best practice approaches to Children's Week Activities that celebrates all children;
- b. States clear aims for the activity; and
- c. Shows evidence of planning e.g. resources specific to the aims of the activity or event, safety, permits, etc.

3. Resourcing

- a. Demonstrates capacity to deliver on the activity or event and meet conditions of funding; and
- b. Demonstrates good use of Council funds.

The grant panel may also seek further information from an applicant.

CONDITIONS OF GRANT

Organisations receiving a Children's Week Grant must:

- Ensure activities are offered free of charge and are open to all children and families in the community including Kingston residents;
- Ensure activities are delivered during Children's Week 2022;
- Comply with the compulsory [Child Safe Standards](#) including the implementation of a child safe policy, code of conduct, reporting procedure and other policies and practices as required;
- Comply with current Covid-19 restrictions in place including the provision of a COVIDsafe Plan;
- Notify Council of any substantial changes to the activity or event throughout the funding period;

- Enter into a Funding Agreement, which outlines the conditions under which the grant will be made available;
- Provide Council with a signed Funding Agreement and Tax Invoice within allocated time frames for funding to be released;
- Provide Council with an up to date Certificate of Currency;
- In the instance an organisation is auspiced, provide Council with a letter of support from an auspicating organisation/agency;
- In the instance an early years service is managed by an Early Years Management organisation, provide Council with a letter of support from the Early Years Manager;
- Report on spending of the funding received via the formal acquittal process;
- Acknowledge Kingston City Council as the funding sponsor in any promotional activities or where otherwise appropriate. Council will provide the appropriate Kingston City Council logo to successful applicants;
- Not spend money on the proposed activity before funding decisions are announced. This is considered retrospective funding, which is not eligible for support; and
- Return any unspent or contractually uncommitted funds to Council by the date indicated in the funding agreement.

GENERAL INFORMATION

- Council's funding decisions are final;
- Funding is not automatic on application. All applications are subject to consideration on their individual merits each year and in no way can be assumed as recurrent funding;
- Each organisation can lodge one application per financial year;
- Organisations working in partnership to deliver a Children's Week activity must submit a single application;
- Council may make funding conditional on other specific conditions being met.

ADVERTISING AND PROMOTION

- Funding recipients are encouraged to advertise their event at <http://www.mycommunitylife.com.au> as part of their broader marketing and promotions strategy. For assistance contact administration support at mycommunitylife@kingston.vic.gov.au or 9581 4809

MAKING AN APPLICATION

How to apply

Applications open 9.00am 31 January 2022 and close Midnight 31 March 2022

Applications received after the closing date will not be accepted.

The Children's Week Grant application form is available on-line. The link can be found on the Kingston City Council Website: www.kingston.vic.gov.au/childrensweekgrants

Please follow the links to download the guidelines and to access the on-line Grant Application.

Please note: You will need an email address to apply on-line and if you have already applied for a Community Grant or a Children's Week Grant your log in details will remain the same.

- ① If you have any difficulties, please download and read the PDF help guide or contact Coordinator Children's Services Partnerships on 9581 4885 or partnerships@kingston.vic.gov.au

To be eligible for assessment, applications must be fully completed with all questions answered and documents attached where requested.

Help and advice

For further assistance, information or advice please contact Coordinator Children's Services Partnerships on 9581 4885 or partnerships@kingston.vic.gov.au

Grievance procedure

If a community group disagrees with a decision made by the Family, Youth and Children's Services team, they may submit their case in writing to Coordinator Children's Services Partnerships at partnerships@kingston.vic.gov.au

COUNCIL CONTACTS

Kingston City Council can be contacted on **1300 653 356**, Monday to Friday from 8am to 5:30pm.

If you are overseas, please call +61 3 9581 4600.

Translating and Interpreting Service (TIS)

If you need language assistance, please call our interpreting service on 131 450, state the organisation as the City of Kingston and quote our phone number 1300 653 356.

Find out more about the [Translating and Interpreting Service \(TIS\)](#).

National Relay Service

If you are deaf or have a hearing or speech impairment, please call 133 677 state the organisation as the City of Kingston and quote our phone number 1300 653 356.

Find out more about the [National Relay Service](#).