



City of Kingston  
**Children's Week Grants**  
**Guidelines 2023**

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## INTRODUCTION

Kingston City Council's Children's Week Grants program assists not for profit 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 2023 Children's Week will take place from Saturday 21 October to Sunday 29 October. For more information about Children's Week visit [www.childrensweek.org.au](http://www.childrensweek.org.au)

### Aims of the Grants Program

The Children's Week Grants Program aims to support community activities that:

- Celebrate and support children and their families through financial contribution to not-for-profit community groups and organisations;
- Help make the community stronger and more connected; and
- Provide children and their families with the opportunity to participate in a range of community activities.

## IMPORTANT DATES

<b>30 January 2023</b>	<b>Applications open (9.00 am)</b>
<b>30 March 2023</b>	<b>Applications close (Midnight)</b>
<b>April – June 2023</b>	<b>Assessment of applications</b>
<b>July 2023</b>	<b>Funding announcement made</b>
<b>August - September 2023</b>	<b>Grant payments processed</b>
<b>21 October – 29 October 2023</b>	<b>Children's Week Events delivered</b>
<b>20 December 2023</b>	<b>Acquittal form due</b>

## FUNDING AVAILABLE

Council has provided funding as part of the 2023-24 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 not for profit community groups and organisations that are:

- Not-for-profit with a volunteer committee of management or board;
- Incorporated or auspiced by another incorporated organisation (a letter of support will be required from the auspicing organisation);
- Early years services managed by an Early Years Manager (a letter of support will be required from the Early Years Manager in the instance they aren't the applicant);
- 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, organisations and activities are not eligible to make an application:

- Individual's applications;

- Curriculum-based school and kindergarten activities;
- Organisations that are the responsibility of other levels of government i.e. state or federal government departments;
- Community groups or organisations that operate for profit or personal gain;
- Activities that are for fundraising purposes or are delivered at a cost to families;
- Community groups and organisations that have not completed the acquittal process for previous Kingston City Council grants funding rounds and/or have outstanding fees owing to Council; and
- Community groups or organisations unable to demonstrate a history of sound financial management of public funds.

## 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 meets one or more of the funding priorities.
- Allocated funds can be utilised to include external 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 or those that charge a fee to families;
- Requests for funding above the published amount available;
- Requests for funding to purchase resources that are not directly required for a structured or planned one off single activity or event;
- 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 meet one or more of the funding priorities;
- Ensure activities are delivered during Children's Week 2023;
- 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 signed Funding Agreement, which outlines the conditions under which the grant will be made available, and provide a Tax Invoice within allocated time frames for funding to be released;
- Provide Council with an up to date Certificate of Currency;
- 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.

#### Auspiced community groups or organisations

Where a community group or organisation is auspiced for the purpose of the Children's Week Grant application, the auspicing organisation will be required to provide a letter of support that specifies that they:

- understand and support the proposed one off activity or event; and
- agree to enter into a funding agreement with Council.

On successful application the auspicing organisation will be required to:

- Enter into a signed Funding Agreement, which outlines the conditions under which the grant will be made available and provide a Tax Invoice within allocated time frames for funding to be released.

## 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](mailto:mycommunitylife@kingston.vic.gov.au) or 9581 4809

## MAKING AN APPLICATION

### How to apply

Applications open 9.00am 30 January 2023 and close Midnight 30 March 2023

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](http://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](mailto: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](mailto:partnerships@kingston.vic.gov.au)

### Grievance procedure

If a community group disagrees with a decision, they may submit their case in writing for consideration to Coordinator Children's Services Partnerships at [partnerships@kingston.vic.gov.au](mailto: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](#).