Community Small Grant Program Rd 7 – Application Guidelines

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1. Introduction

Communities for Children is an Australian Government Department of Social Services initiative. CatholicCare Tasmania is the Facilitating Partner (FP) for Communities for Children – Burnie. The Department of Social Services (DSS) funds CatholicCare Tasmania to fund other organisations (known as Delivery Partners) to provide service activities or programs that include parenting support, group peer support, case management, home visiting, community events and life skills courses.

As the Facilitating Partner (FP) it is our role to build on local strengths to meet the needs of individuals, children and families, to create capability within local service systems, using strong evidence of what works in early intervention for families with children pre-birth – 12 years. CfC - Burnie does this by funding activities and programs that help children and their families increase their social connections, emotional wellbeing, physical health and educational learning.

Through a competitive process organisations may make an expression of interest (EOI) application to receive one of ==three funding grants of up to $12,000== each to deliver an activity, event or run a short-term program in the Burnie Statistical Area.

The funded activity areas are:

- **Healthy families** — support parents to care for their children before and after birth and during the early years. For example: Physical activities for children pre-birth – 12 years, Play events for whole of families with children pre-birth – 12 years, community health or nutritional activities for children pre-birth – 12 years or families.
- **Early learning** — Provide early intervention and support for children pre-birth – 12 years. For example: Speech and Language support for children pre-birth – 12 years, Oral Health support for children pre-birth – 12 years.
- **School transition and engagement** - support children and families to make a smooth transition to school. For example: Transition support for children going into high school.
- **Create strong child-friendly communities**: Increase the health, well-being and early development of children pre-birth – 12 years. For example: Creative community arts projects for children pre-birth – 12 years and families, training for practitioners working with families and children pre-birth - 12 years, evidence based parenting programs.

Through this process organisations must demonstrate how the activity, event or short-term program will:

- Meet an identified need to engage and respond to children and families pre-birth – 12 years olds in the Burnie Statistical Area.
- Provide opportunities for whole of family activities or programs that support families participating together.
- Deliver an activity, event or short-term program that reflects the needs and interest of children and families in the Burnie Statistical Area.
- Facilitate activities, events and short-term programs using creative, physical and play-centred opportunities to engage children and families of pre-birth – 12 years olds in the Burnie Statistical Area.

Communities for Children – Burnie has the following priority areas:

Priority Area 1: Support and activities for children aged 5-12 and their families

Activities funded under this priority will focus on evidence-based programs, including a mix of programs and regular sessions as decided by delivery partners, families, children and community. These programs and activities will be tailored for primary school aged children and their families. Areas of focus may be engagement in school and positive involvement in the community.

Access to activities is expected to be facilitated through collaborative relationships with schools, child safety services, general practitioners and other relevant service providers across the Burnie Statistical Area.

Priority Area 2: Community and Family Capacity

Activities and programs funded under this priority will focus on strengthening broader community and family capacity through; providing information, supporting and nurturing positive relationships between families and the community, and building connections with services that can provide the support needed. With a focus on creating strong child-friendly communities that understand the importance of children and apply this capacity to increase the health, well-being and early development of young children at the local level.

Priority Area 3: Early Intervention

Activities and programs funded under this priority will focus on developing stronger engagement, via timely, targeted and proactive intervention for parents and families to build positive family functioning and increase participation. Access to tailored early intervention services and supports builds families' confidence, capacity and ability to take up opportunities, such as education and employment.

Priority Area 4: Support and activities for families and their children aged pre-birth - 5 years

Activities funded under this priority focus on engaging and supporting families with children aged 0-5 years, providing appropriate referral pathways and offering specific, targeted, opportunities for families with additional needs and barriers.

Activities and programs should include topics to support and encourage co-parenting, effective behaviour guidance and early engagement with school.

Access to activities, programs or events are expected to be facilitated through collaborative relationships with schools, general practitioners, child safety services, and other relevant service providers across the Burnie Statistical area.

Burnie Communities for Children Statistical Area Level 2 (2011) includes:

	Statistical area name	Towns and suburbs within this area
1	Burnie – Ulverstone Region	South Nietta, Loongana, Preston, South Preston, Castra, Upper Castra, Gunns Plains, Heka, Loyetea, Hampshire, Tewkesbury, Highclere, Ridgley, West Ridgley, East Ridgley, Stowport, Upper Stowport, Mooreville, West Mooreville, Glance Creek, Cuprona, West Pine, Camena, Natone, Riana, South Riana, Sprent, Spalford, Abbotsham, North Motton.
2	Acton – Upper Burnie	
3	Romaine – Havenview	Emu Heights, Brooklyn, Downlands
4	Burnie – Wivenhoe	South Burnie, Burnie, Montello, Hillcrest
5	Parklands – Camdale	Ocean Vista, Cooee, Parklands, Park Grove, East Cam, Shorewell Park, Camdale

Grant Agreement pp. 11 & ABS website

2. Eligibility Checklist

Before continuing consider this checklist to determine the suitability of the organisation as an applicant. Applicants not meeting the requirements or do not provide the relevant documentation will not be considered.

☐ Can the organisation deliver the specified activity, event or short-term program in the Burnie Communities for Children Statistical Area?

☐ Can deliver in the specified time frame? Commencing after 17 October 2022 and concluding by 30 June 2023.

☐ Does the organisation have the willingness and ability to register participants in the project?

☐ Does the organisation have the capacity to collect and enter required data on the proposed activity, event or short-term program onto the DSS Data Exchange (DEX) as determined by the Facilitating partner?

☐ Does the organisation have the capacity to collect and enter SCORE outcomes into the Data Exchange database (DEX)?

☐ Can the organisation provide an outcomes summary of the activity and acquit the grants funds at the end of delivery?

☐ Can the organisation commit to obtaining all necessary permits related to the funded activity or program?

☐ Does the organisation hold an adequate public liability insurance policy to cover staff and the general public?

☐ Can the organisation meet current Working with Vulnerable People Checks and Child Safe Standards to meet funding requirements?

☐ Can the organisation demonstrate that adequate measures have been taken to identify, document, mitigate and manage risk for the activity or program? Including the level of responsibility for children and level of risk of harm to children. Other actions to manage the

safety of children e.g. mandatory reporting and relevant working with children checks for staff and volunteers.

☐ If previously funded, has the organisation completed all contractual requirements from previous Communities for Children funding or grants?

☐ Is not – a project with a religious or political objective, not seeking retrospective funding for costs already incurred, not wanting funding for prizes or gifts, not the responsibility of a Federal, State or Local Government body.

3. Communities for Children Objectives

1. Improve the health and well-being of families and the development of young children, from before birth through to age 12 years in the Burnie community.
2. Create strong child-friendly communities that understand the importance of children and apply this capacity to maximise the health, well-being and early development of young children within the Burnie community.
3. Consider the needs of men and fathers and actively involve them in the activity or event to support children and their families.
4. Engage Aboriginal and Torres Strait Island families and children pre-birth – 12 years in the Burnie community.

4. Eligibility

To be eligible an applicant must:

- Have an Australian bank account.
- Be able to deliver the activity within the Burnie Statistical Area
- Have an appropriate legal structure, such as a sole trader, an Australian registered company, business cooperative or partnership and have documentary evidence of an appropriate legal structure.

Some organisations or individuals are ineligible to receive funding. They include:

- Individuals with a business benefit
- Organisations that cannot deliver the activity in the Burnie Statistical Area
- Scholarships or Bursaries
- Commonwealth, State and Local government funded agencies
- Fundraising drives
- Duplication of existing programs or activities
- Upgrade or improve buildings or assets
- Activities or programs that are the responsibility of other funding programs

5. Application

To apply log into the Smarty Grants website and follow the guides and steps there.

- Complete all sections of the on-line application form (incomplete applications will be deemed ineligible)

- Demonstrate in your on-line application a well-defined activity, event or short-term program with clear goals, objectives and measurable outcomes, and explain how the project will be delivered and evaluated.
- Be clear in the activity description about how often or frequency of delivery of program, the minimum number of participants/clients per session for the program.
- Each of the questions on the online application form has a maximum word limit of 300 words
- Attach all relevant supporting document. Do not attach documentation that has not been requested as they are unlikely to be considered.
- Submit your on-line application by Friday 19th August 2022, 04:00 pm AEST.
- You will receive a system generated email confirming receipt of your application.

TIMELINE	
Applications open	Monday 18th July 2022
Applications close	4:00 pm Friday 19th August 2022
Assessment Period	22nd August to 31st August 2022
Notification of Outcome	12th September 2022
Delivery Period	17th October 2022 – 30th June 2023

6. Assessment process

Applications will be reviewed by a panel who will consider each application on a competitive and merit basis and make recommendations to the Communities for Children facilitating partner.

- Applicants may be asked to provide additional information to assist with the assessment.
- The panel is made up of community partners and communities for children consultative committee members.
- Applications will be assessed on merit, against the assessment criteria.
- The panel may consider information other than that contained within the application to make their recommendation.

7. Assessment Criteria

Applications for the Expression of Interest will be assessed based on responses that align to the following assessment criteria.

1. Identifies clearly the organisation's capacity to deliver the proposed activity, event or short-term program in the Burnie Communities for Children Statistical Area.
2. Outlines how the activity, event or short-term program being implemented aligns with one or more of the Communities for Children objectives.
3. Provides information or evidence of community need for the activity, event or short-term program.
4. Describes how the organisation will evaluate the activity, event or short-term program and collect feedback from participants.
5. Provides a budget outline for the proposed activity, event or short-term program which demonstrates viability.

Priority will be allocated to activities, events or short-term programs meeting the following criteria

- Organisations currently part of the Burnie Statistical Area
- Organisations not currently receiving Communities for Children Funding
- Activities or programs that will build and support community capacity
- Activities or programs with a contribution of funds or in-kind support
- Activities or programs that provide evidence of partnering
- Activities or programs that are not currently available in the Burnie Statistical Area
- Engage Aboriginal families with children aged pre-birth – 12 years

6. Funding Exclusions:

- Activities or programs with a religious or political objective
- Retrospective funding for costs already incurred
- Prizes or gifts
- Federal, State or Local Government bodies
- Late applications
- Incomplete applications

7. Terms and Conditions

Grant recipients will be required to:

- Enter into a grant agreement with CatholicCare TAS – Communities for Children program.
- Meet agreed key deliverable measures and performance in relation to the anticipated outcomes, as identified in the application. Be responsible for collecting and entering reporting data on the activities, event or short-term program participants and outcomes directly into the DSS Data Exchange (DEX). If you organisation is not already set-up for DEX, this will need to be done.
- Have appropriate computer operating systems that will enable the collection and entering of data into the DSS Data Exchange (DEX). Be able to enter SCORE outcomes into (DEX) for clients/participants. If you organisation is not already set-up for DEX, this will need to be done.
- Set up MyGovID access, if your organisation does not already have it.
- Expend grant funds consistently within the budget set out in the grant application.
- Submit compliant tax invoices within thirty (30) days of each quarterly milestone point, or as set out in the grant agreement.
- Have appropriate business insurances in place.
- Acknowledge the Department of Social Services, CatholicCare TAS and Communities for Children in any promotional material or publicity features for the activity or program.
- The funds you receive are not transferable and can only be used for the purpose stated in your grant agreement.
- Underspends must be reported and returned to the Facilitating Partner.

DEX data, collection, entry and reporting:

It will be necessary that your organisation/service agency has the infrastructure and administration capacity to have an appropriate computer operating system that will enable the collection and entry of data into the DSS Data Exchange (DEX). This means;

- Be responsible for having available staff to collect and enter reporting data on the activities or program participants and outcomes directly into the DSS Data Exchange (DEX).
- Have set up MyGovID and RAM access for users, this is required for reporting into (DEX).
- Have staff available to collect and enter DEX data for clients and complete SCORE for clients in the program. SCORE stands for Standard Client Outcomes Reporting Evaluation, capturing outcome information for clients is important as it demonstrates the collective impact of programs and the outcomes achieved.
- Provide quarterly finance/outcome summary reports as a formal way of demonstrating that the funds are being used for the purpose that the organisation/service agency has been engaged to deliver.

Key Deliverables:

It will be necessary that your organisation/service agency provides an indication of what the minimum key deliverables will be for the activity, event or short-term program in your application.

- How often will the activity, event or short-term program be delivered?
- What will the minimum and maximum number of participants/clients be per activity, session or event?
- What time and days of the week will the activity, event or short-term program be held on?

8. Tax implications

If applicants are unsure of the tax implications of receiving a grant they should contact the Australian Tax office for advice on 13 28 66 or www.ato.gov.au .
For the purpose of this grant, CatholicCare – Communities for Children will allocate GST as follows:
1. Where a recipient is registered for GST CatholicCare will gross-up the grant by 10% for GST and therefore, the amount requested should be exclusive of GST; or
2. Where a recipient is not registered for GST the amount requested should include GST.

9. Further support

If you are needing support or assistance with your Community Small Grant application please contact Communities for Children Program Coordinator: mary.yaxley@aohtas.org.au or by telephone on: (03) 6431 8555

A briefing session will be held on:

When: Monday 11th July 2022 @ 10:30 am
Where: Online via Microsoft Teams (link will be sent when you have registered)
Registration: Please email to register your place: catholiccare.burnie@aohtas.org.au