



Grant Round 3– 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 the Communities for Children – Burnie. The Department of Social Services (DSS) funds CatholicCare Tasmania to fund other organisations (known as Delivery Partners) to provide services targeted to activities or programs that include parenting support, group peer support, case management, home visiting, community events and life skills courses.

Through a competitive process, organisations may make an Grant Round 3 application to receive funding for the 2024 - 2026 financial years.

Communities for Children Burnie are interested in funding either a Non-Evidence Based Program or a DSS Evidence Based Program. Activities or programs that provide opportunities for whole of families to participate together, are encouraged.

Programs of interest include:

Non-Evidence Based Programs	DSS Evidence Based Programs
- Creative community arts projects for families with children (pre-birth – 12 years)	- INFANT Delivered to parents and carers of infants (pre-birth - 18 Months)
- Community health or nutritional activities for families with children pre-birth – 12 years	- PeepLTP Supports parents to understand more about how children learn.
- Speech and Language support for children pre-birth – 12 years	- Seasons for Growth Delivered to children aged 6 to 12 who have experienced family loss or change.
- Oral Health support for children pre-birth – 12 years	- Triple P Delivered to Parents and carers of children aged pre-birth – 6 yrs.

However, if your organisation wishes to deliver a DSS Evidence Based program included on the AIFS list, but not seen above, Cfc Burnie would welcome this application. A full list of AIFS programs can be found here <https://aifs.gov.au/projects/evidence-and-evaluation-support/cfc-program-profiles> .

There will be a single amount of funding available in Grant Round 3 for a Non-Evidence based program or a DSS Evidence based program. Maximum request amount in Grant Round 3 is \$65,000 pa. Total grant funding available in Grant Round 3 over 2 years is \$130,000.

Through the grant process organisations must demonstrate how their activity or program can support one or more of the following:

- Meet an identified need to engage and respond to children and families pre-birth - to 12-year-olds in the Burnie Statistical Area.
- Provide opportunities for whole of family activities or programs that support families participating together.
- Facilitate or develop activities and programs using creative, physical, and play-centred opportunities to engage children and families of pre-birth - to 12-year-olds in the Burnie Statistical Area.

Briefing session details: (It is highly recommended that interested applicants attend this session.)

- **When:** Monday 4th March 2024 @ 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

Communities for Children – Burnie has the following priority areas:

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

Activities funded under this priority will focus on primary school aged children and their families. Areas of focus may be engagement in school, 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: Family and Community 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 0 - 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 includes:

	Statistical area name	Towns and suburbs within this area
1	Burnie – Ulverstone Surrounds	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	Acton, Upper Burnie.
3	Romaine – Havenview	Emu Heights, Brooklyn, Downlands, Romaine, Havenview.
4	Burnie – Wivenhoe	South Burnie, Burnie, Montello, Hillcrest, Wivenhoe.
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 if your organisation is suitable to apply. Applicants not meeting the requirements or that do not providing the relevant documentation will not be considered.

- Can your organisation deliver the specified activity or program in the Burnie Communities for Children Statistical Area?
- Does your organisation have the capacity to collect, prepare and enter required data onto the DSS Data Exchange Protocols (DEX) on a regular basis as determined by the Facilitating Partner?
- Does your organisation have the capacity to deliver and report on the proposed activity or program?
- Can your organisation provide a program summary of the activity or program and acquit the grants funds on a quarterly basis?
- Can your organisation commit to obtaining all necessary permits related to the funded activity or program?
- Does your organisation hold an adequate public liability insurance policy to cover staff and the general public?
- Does your organisation have the willingness and ability to register participants in the activity or program?
- Can your organisation meet current Working with Vulnerable People Checks, Police Checks and Child Safe Standards to meet funding requirements?
- Can your organisation demonstrate that adequate measures have been taken to identify, document, mitigate and manage risk for the activity or program?
- Your organisation must NOT be – a for profit business, company or organisation, a project with a religious or political objective, seeking retrospective funding for costs already incurred, wanting funding for prizes or gifts, or 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 0 to 12 years in the Burnie community.

4. Eligibility

To be eligible an applicant must:

- Be a not-for-profit, charitable or community association.
- Have an Australian bank account.
- Be able to deliver the activity within the Burnie Statistical Area
- Have an appropriate legal structure, such as an Australian registered company, business cooperative or partnership and have documented evidence of an appropriate legal structure.

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

- Individuals with a business benefit
- For profit businesses, companies or organisations
- Commonwealth, State and Local government funded agencies
- Organisations that cannot deliver the activity in the Burnie Statistical Area
- Scholarships or Bursaries
- 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 or program with clear goals, objectives, and measurable outcomes, and explain how the project will be evaluated.
- Each of the questions on the online application form has a maximum word limit.
- 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 Thursday 28th March, 04:00 pm AEST.
- You will receive a system generated email confirming receipt of your application.

TIMELINE	
Applications open	Monday 04 th March 2024
Applications close	4:00 pm Thursday 28 th March 2024
Assessment Period	28 th March – 12 th April 2024
Notification of Outcome	13 th May 2024
Delivery Period	1 Jul 2024 – 30 June 2026

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 Grant Round 3 will be assessed based on responses that align to the following assessment criteria:

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

Priority will be allocated to activities or programs meeting the following criteria.

- Organisations able to facilitate DSS evidence-based parenting programs
- 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 that provide opportunities for whole of families to participate together.
- 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 0-12 years

6. Terms and Conditions

Grant recipients will be required to:

- Enter into a 2-year agreement with CatholicCare TAS – Communities for Children program.
- Meet agreed performance measures and conditions in relation to the anticipated outcomes, as identified in the application. Be responsible for collecting, preparing and entering reporting data on the activities or program participants and outcomes directly into the DSS Data Exchange (DEX). This includes required DSS SCORE data.
- Have appropriate computer operating systems that will enable the collection, preparation and entering of data into the DSS Data Exchange (DEX) along with available staff responsible to enter the SCORE data.
- Set up MyGovID access if your organisation does not already have it.
- Expend grant funds consistently within the budget set out in the Grant Round 3 grant agreement.
- Contact the Facilitating Partner promptly if plans need to change or to report any non-compliance issues.
- Submit compliant tax invoices within thirty (30) days of each quarterly milestone point, 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 Round 3 application.
- Underspends must be reported and returned to the Facilitating Partner.

7. 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 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.

8. Further support

If you are needing support or assistance with your Grant Round 3 application, please contact Communities for Children Program Coordinator: mary.yaxley@aohtas.org.au or by telephone on: (03) 6431 8555.