# 2021 Children’s Week Grant Guidelines

## Introduction

Children’s Week is a national celebration that recognises the talents, skills, achievements and rights of children. It is based on the articles expressed in the United Nations Convention on the Rights of the Child (UNCRC), highlighting the importance of play, wellbeing and protection. Children’s Week 2021 will be held between Saturday 23 October to Sunday 31 October 2021.

The theme for Children’s Week 2020-21 is **Children have the right to choose their own friends and safely connect with others.**

The theme is a simplified version of Article 15 of the UNCRC which states:

*“Children have the right to meet together and join groups and organisations as long as it does not stop other people from enjoying their rights. In exercising their rights, children have the responsibility to respect the rights, freedom and reputations of others.”*

## Children’s Week Grants

The Victorian Department of Education and Training is inviting eligible organisations to apply for a grant of up to $1,000 to contribute to the cost of hosting a Children’s Week activity that celebrates the theme **Children have the right to choose their own friends and safely connect with others.**

The grants program aims to:

* provide children and their families an opportunity to participate in a range of community activities
* engage Victorian families to connect and play together
* provide a financial contribution to support eligible organisations to deliver high-quality events that celebrate the national Children’s Week theme.

In-person events are welcomed and will be subject to any Victorian Government restrictions and guidelines in place at the time (including the provision of a COVID-Safe Plan).

Children’s Week 2021 will continue to encourage grant applicants to consider COVID-Safe alternative activities or ways of celebrating Children’s Week such as hosting a virtual art gallery, an online guest speaker/entertainment event, or a web-based activity inviting children to upload submissions of their own work around the theme of friendship.

**Key dates**

| Date | Event |
| --- | --- |
| 11 June 2021 | Applications open |
| **14 July 2021** | Applications close |
| **July – August 2021** | Assessment and shortlisting of applications |
| **September 2021** | Advise applicants of outcome of grant application  |
| **October 2021** | Payments made to successful applicants |
| **23 October – 31 October 2021** | Children’s Week 2021 events delivered |
| **3 December 2021** | Acquittals due  |

## Eligibility criteria

To be eligible for a grant, you must meet **all** the following criteria:

* the organisation must be a Local Government Council or an eligible not-for-profit (NFP) organisation\*
* the organisation must be covered by applicable insurance/s including Public Liability
* the activity must be launched and/or occur within Children’s Week (23 October –31 October 2021)
* the activity must be offered free-of-charge to Victorian families with children (0 – 12 years) and open to children from multiple early childhood services and/or schools
* the activity must demonstrate an educational outcome or benefit
* the activity must explore the 2020-21 Children’s Week theme
* the activity must not be intended to promote commercial interests.

*\*NFP organisations provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable). A few examples are art centres, neighbourhood associations and sports clubs.[[1]](#footnote-2)*

To assess your NFP status we will check the following against the [Australian Business Register](https://abr.business.gov.au/):

* Type of organisation registered
* Deductible Gift Recipient status or entity type
* Incorporated or auspiced by another incorporated organisation (a letter of support will be required by the auspicing organisation).
* Other indicators of your organisation's NFP status or particular community purposes are your organisation's:
* constitution or governing rules
* trust deed (if it is a trust)
* registration or association with other regulatory bodies that require not-for-profit status and/or the particular community purpose for registration.

For more information on NFP organisations please visit the [Australian Taxation Office](https://www.ato.gov.au/Non-profit/Getting-started/What-type-of-NFP-is-your-organisation-/)

For more information on what an incorporated association is, please visit [Consumer Affairs Victoria](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/become-an-incorporated-association/what-is-an-incorporated-association).

## Who is not eligible?

**Any** for-profit or NFP organisation that operates the following is **not eligible** to apply for a grant. However, they are permitted to work in partnership with eligible organisations. The eligible organisation must submit the application.

The following organisation types are not eligible to apply independently:

* kindergarten
* long day care
* outside school hours care service
* family day care
* playgroup\*\*
* schools
* individual / sole trader.

\*\*Community or Neighbourhood Houses that deliver a playgroup as part of a suite of community services are eligible to apply if attendance to their Children’s Week event includes families and children from across their local community.

Organisations can only apply for one grant. If you are a large organisation, please consider if any other parts of your organisation are also applying for a grant – for example a Local Government Council that operates multiple libraries.

## Activity conditions

To receive a grant, organisations must agree to:

* promote their activity through a range of media channels to encourage participation and generate community awareness of Children’s Week
* include the official Children’s Week and State Government logos and tagline “*This Children’s Week event is presented by (organisation name) in partnership with the Department of Education and Training*” on all promotional materials.

The official Children’s Week Calendar of Activities will be promoted on the Department of Education and Training’s Children’s Week webpage [www.education.vic.gov.au/childrensweek](http://www.education.vic.gov.au/childrensweek) and through the Department’s communication channels with the Victorian early childhood and school sectors.

## In-person events

Approved in-person events will be subject to any Victorian Government restrictions and guidelines in place at the time and will be required to have a COVID-Safe Plan.

Every organisation needs to ensure that they are compliant with any relevant laws in delivering their activity, including relevant privacy laws and Child Safe Standards.

For example, if you are planning to run an in-person event, you need to consider how the privacy of children attending is protected, such as:

* If you are taking photos or videos of attending children, do you have appropriate written consent forms from the parent/carer of every attending child being photographed/videoed?
* If your activity involves receiving and subsequently displaying children’s work (artwork / stories / photographs etc), has personal or identifying information been removed (such as names, location, faces)?

## Privacy and cyber-safety for online activities

Every organisation needs to ensure that they are compliant with any relevant laws in delivering their activity, including relevant privacy laws and Child Safe Standards.

For example, if you are planning to run an online activity, you need to consider how the privacy of children attending is protected, such as:

* In the case of online performances that are not interactive, is only the performer’s camera on?
* If the activity is interactive and involves attendees having their device’s camera on, is a parent/carer **in attendance** alongside their child?
* If attendees are invited to have their device’s camera on and you intend to record, do you have appropriate written consent from the parent/carer of every attending child?
* If your activity involves receiving and subsequently displaying children’s work online (artwork / stories / photographs etc), has personal or identifying information been removed (such as names, location, faces)?

For more information, please visit <https://www.esafety.gov.au>.

## Assessment criteria

Grants will be assessed according to the following criteria (250 – 350 word count suggestion):

1. Describe how your Children’s Week activity will support **at least** **one** of the Early Years Learning and Development Outcomes of the [Victorian Early Years Learning And Development Framework](https://www.education.vic.gov.au/Documents/childhood/providers/edcare/veyldframework.pdf) (VEYLDF). The VEYLDF identifies the following five Outcomes for young children from birth to eight years:
* Children have a strong sense of identity (identity)
* Children are connected with and contribute to their world (community)
* Children have a strong sense of wellbeing (wellbeing)
* Children are confident and involved learners (learning)
* Children are effective communicators (communication).
1. How will your activity support the 2020-21 Children's Week theme "Children have the right to choose their own friends and safely connect with others"?
2. How will your organisation promote your Children’s Week activity?

Consider:

* reach of the activity - number of families, children, early childhood services and schools that can participate, number of sessions offered, age groups targeted
* strength of your organisations’ communication strategy to promote participation in the activity.

Important reminder - this is a competitive grants process, there is no guarantee that every organisation that meets the eligibility criteria will be funded.

## Grant payments

If a grant has been approved, the lead organisation will be notified by email and issued a Common Funding Agreement to complete and return to the Department of Education and Training.

Once the Common Funding Agreement is finalised, the Department of Education and Training will request an invoice from the organisation in order to process payment.

## Grant expenditure

Grant applications must clearly itemise anticipated expenditure. Applicants must use the grant solely for the costs associated with holding their Children’s Week activity, as detailed in their application.

Children’s Week grants may be used for costs such as:

* guest speakers, entertainment, performance or other artists
* learning or craft materials
* children’s prizes and certificates of participation or achievement
* additional administrative costs incurred such as travel or phone.

## Activity feedback and grant acquittal

Organisations that receive a Children’s Week grant and/or who register their activity with the official Children’s Week calendar are required to provide online feedback post-event and, if applicable, an acquittal declaration by **3 December 2021**. You will need to include photos of the activity.

Organisations are encouraged to use the full value of their grant on their activity, as any unused funds must be returned to the Department of Education and Training by **31 December 2021**.

## How to apply

Applications open Friday 11 June 2021 and close 5pm Wednesday 14 July 2021.

Applications received after the closing date will not be considered.

To apply for a grant, please complete the online application form via <https://detearlyyears.smartygrants.com.au/2021ChildrensWeekGrants>.

Organisations will be notified of the outcome of their grant application in September 2021. Approved applications will be registered with the official Children’s Week calendar of activities.

If you do not receive a grant, you may still have the option to have your activity listed in the calendar of activities.

## Privacy

Information will not be used for any other purpose unless otherwise required by law.

The Department’s Privacy Policy can be viewed at [www.education.vic.gov.au/Pages/privacypolicy.aspx](http://www.education.vic.gov.au/Pages/privacypolicy.aspx)

## More information

For more information, please email childrens.week@education.vic.gov.au.

1. <https://www.ato.gov.au/General/Aboriginal-and-Torres-Strait-Islander-people/Not-for-profit-organisations/> (14/05/2021) [↑](#footnote-ref-2)