



## It Takes a Tasmanian Village *Premier's Fund for Children and Young People*

# Guidelines

The Premier's Fund for Children and Young People (the Fund) is a community development fund delivered through the *It Takes a Tasmanian Village: [Child and Youth Wellbeing Strategy](#)*, with funding provided from the Tasmanian State Budget 2021-22.

The Fund responds to the voices of children and young people who wrote directly to the Premier during consultation for the Strategy. Children and young people told the Premier that they want more opportunities for recreational and social activities in areas where they live.

In response to the feedback from children and young people, the Premier has approved a grants program for local councils, not for profit organisations, incorporated associations, school associations and non government parents and friends associations within Tasmania. Funding will be provided for new infrastructure, enhancements to existing infrastructure or social activities that increase and/or improve access to recreational opportunities for children and young people aged 0-25 years in their local areas.

## Preparing your application

Please read these guidelines carefully as they will help you to prepare your application. These guidelines and other information to assist with your application can be downloaded from the Tasmanian Government Child and Youth Wellbeing Strategy website at [www.wellbeing.tas.gov.au](http://www.wellbeing.tas.gov.au)

You are encouraged to contact the Wellbeing Coordination Unit, Communities Tasmania by phone on 6166 3533 or by email at [hello@wellbeing.tas.gov.au](mailto:hello@wellbeing.tas.gov.au) to discuss your application prior to lodgement.

Applications cannot be assessed unless they are complete and all requested information has been provided.

## Funding

A total of \$500 000 is being made available through the Fund towards eligible projects through a single competitive grant round in 2021-22. Funding will be paid to successful applicants over a two-year period (2021-22 and 2022-23) and will be non-recurrent.

Applications can be submitted for funding up to a maximum of \$50 000.

Projects will need to commence within 6 months from approval and be completed within a two-year period.

An organisation may submit more than one application, but multiple applications should be ranked in order of priority.



## Important dates

27 November 2021	Program opens
5pm, 11 February 2022	Applications due to the Department of Communities Tasmania (Communities Tasmania)
25 March 2022	Outcomes expected to be advised



# Eligibility

## Organisations:

Applicant organisations must be either:

- incorporated associations registered under the *Associations Incorporations Act 1964*
- a not-for-profit company registered under company law
- School Associations as defined in the *Education Act 2016*, and any non-government parents and friends associations.
- a local government council (Council).

Applicants must have appropriate levels of Public Liability Insurance. A copy of the applicant's current Public Liability Insurance cover must be attached to the application.

Applicants that do not own their property must include:

- written permission from the land owner for the work to be undertaken; and
- evidence of the current lease arrangement.

### Organisations not eligible:

- State or Australian Government agencies;
- political organisations;
- individuals; and
- educational institutions.

Organisations that currently have a grant from Communities Tasmania with overdue reporting and acquittal obligations are not eligible to apply.

Organisations that are already in receipt of Tasmanian Government funds for the same project are not eligible to apply.

## Projects:

The Child and Youth Wellbeing Strategy is structured around six wellbeing domains and includes ten Principles that influence the way the Strategy is to be implemented. The wellbeing domains are outlined in the Strategy and further information on the Wellbeing Domains, Principles and consultation feedback by local government area is included in Attachment One.

Proposed projects must:

- Benefit the wellbeing of local children and young people across one or more of the six wellbeing domains.
- Meet an identified need within the local community; communities in rural and regional areas of Tasmania will be given priority.
- Enhance existing or develop new infrastructure or social activities that will increase access to and promote recreational participation of children and young people in their local area.
- Provide evidence of community consultation and support for the project, particularly consultation and support of local children and young people.



Examples of projects may include, but are not limited to, the following infrastructure or activities:

- Trails, Walkways, Cycleways
- Recreational facilities (both indoor and outdoor)
- Youth Spaces, Child-Friendly spaces
- Activities that support community wellbeing eg. after school activities
- Community Gardens
- Parks, Playgrounds and Green Spaces
- Pump tracks, Skate Parks
- Toy Libraries
- Creative Arts projects or activities

Enhancements to existing infrastructure or activities may include additional features that increase accessibility for all children and young people:

- Shade cloth in playgrounds
- Baby change or feeding facilities
- Disabled access
- Expansion of local social or recreational activities (eg. outreach opportunities, broader age ranges)
- Play equipment for children with a disability
- Improvements to skate parks or pump tracks
- Making existing spaces or services more child or youth friendly

If the project includes infrastructure development/improvement, the facility must be on:

- Crown Reserve Land; or
- land owned by a public authority; or
- privately owned land held for public purposes.

Funding for successful applications that require planning and building permissions will not be released until evidence of these having been secured is provided to Communities Tasmania.

**Important: If the applicant is not the facility/land owner, written advice from the facility/land owner approving the applicant to undertake the project must be attached to the application.**

## Ineligible projects:

Ineligible projects include (but are not limited to):

- the repayment of a loan or any other form of debt;
- recurrent operational costs, such as consumable items;
- a project that provides a direct economic benefit to an individual or business;
- the development of business cases or similar; or
- projects already in receipt of funding support from the Tasmanian Government.

Funding will not be provided for projects which have already been completed or for costs incurred prior to lodging an application.

For further guidance, contact Wellbeing Co-ordination Unit, Communities Tasmania by phone on 6166 3533 or by email at [hello@wellbeing.tas.gov.au](mailto:hello@wellbeing.tas.gov.au).



## Assessment criteria:

Applications should include the following where possible:

- A link to the feedback from children and young people during consultation for the *It Takes a Tasmanian Village: [Child and Youth Wellbeing Strategy](#)* (eg. feedback from the Postcard to the Premier project, Get Creative, face to face consultations with children and young people) or other form of relevant consultation with children and young people.
- A financial co-contribution or in-kind contribution to supplement the grant.

Access to funded projects should be provided free of cost to children and young people. Reasons should be provided if this condition cannot be met.

Applications will be assessed on the basis of competitive merit according to the following assessment criteria, project management details and budget submission:

<b>1. Strategic nature and impact of project</b>	<ul style="list-style-type: none"><li>• Will the project have a positive impact on one or more <u>domains of wellbeing</u> for local children and young people?</li><li>• Does the proposal improve access to and/or enhance opportunities for children and young people to participate in recreational options or social activities in areas where they live?</li><li>• Is the project in a rural or regional area?</li><li>• Is the project innovative and not duplicating existing projects?</li><li>• Will access to the project by children and young people be free of charge?</li></ul>
<b>2. Demonstrated need and community support for project</b>	<ul style="list-style-type: none"><li>• Does the proposed project address an identified local community need, especially a need identified by children and young people?</li><li>• Does the project evidence how one or more of the ten principles in the <i>Child and Youth Wellbeing Strategy</i> will be used in the implementation of the project?</li><li>• Does the project support an inclusive approach for all children and young people eg. children and young people with disabilities, LGBTIQ+, culturally and linguistically diverse, Aboriginal, or children and young people from low-income families?</li></ul>
<b>3. Realistic nature, compliance and value for money</b>	<ul style="list-style-type: none"><li>• Are the timelines clear and costings reasonable?</li><li>• Are all necessary permissions and screening in place?</li><li>• Is the organisation a child safe organisation?</li><li>• Is implementation of the project likely to be successful?</li><li>• Will the project continue to provide value to the community and local children and young people beyond the funding period?</li></ul>



## Project Management

Applications should be based on a sound project plan that includes timelines, required resources and skills and a detailed budget.

- The application should identify who is responsible for ensuring the project is undertaken and acquitted.
- Applicants must ensure they have identified any potential issues that could arise and how they intend to address these potential issues.

You are encouraged to summarise your project plan, noting timelines, required resources and skills.

## Project Budget

You must include in your application a detailed project budget for the entire project.

If the total project cost is larger than the funding amount you are requesting, you must provide evidence of all other secured funds.

## Secured Funds

Secured funds may come from a variety of sources. Secured funds are:

- a written commitment of funding from a financial institution, organisation, local, state or federal government; and/or
- funds in the possession of the applicant organisation.

## GST

Organisations must indicate in their grant application whether they are registered for GST or not.

If your organisation is **registered for GST** the grant amount requested and expenses should be calculated excluding GST. If you have received a quote that includes GST, but does not itemise the GST amount, divide the amount by 11 then multiply by 10 to work out the amount without GST.

If your organisation is **NOT registered for GST** the grant amount requested and expenses should be calculated including GST.

For further information please reference the fact sheet CSR Grants Fact Sheet – GST and Grants for further information, available at [www.communities.tas.gov.au/csr](http://www.communities.tas.gov.au/csr).

*Need help?*

Please contact the Australian Taxation Office (ATO) on 13 28 66 or [www.ato.gov.au](http://www.ato.gov.au) if you require any clarification on GST.

## Assessment

An assessment panel will assess each application against the assessment criteria and make recommendations to the appropriate delegate for approval. The outcomes of the assessment process are final.

The assessment panel has discretion to recommend funding in-part.



## Funding Conditions

The following conditions of funding will apply:

- Applicants must meet the eligibility criteria noted above.
- All funding is provided subject to the terms and conditions which will be outlined in the grant agreement to successful applicants. Major funding terms and conditions include:
  - funding must be used for the purposes outlined in the application and the subsequent grant agreement. Any changes to the purposes of funding must be approved in writing by Communities Tasmania;
  - a financial acquittal of the grant must be provided to Communities Tasmania; and
  - the support of the Tasmanian Government must be recognised through the use of the Tasmanian Government logo.
- Funding may be approved in-part.
- Applicants must demonstrate that their project or activities will be undertaken by appropriately qualified and experienced people who have appropriate insurance cover, where needed.
- Outcomes of any funded project (infrastructure or activity based) should be made available to children and young people at no cost. Reasons should be provided if this condition cannot be met.
- Funding will be paid to successful applicants over a two-year period (2021-22 and 2022-23) and will be non-recurrent.
- Projects will need to commence within 6 months from approval and be completed within a two year period.

## Reporting and Evaluation

Organisations must provide progress and final written reports against the agreed approved purpose. At the end of the funding period, organisations must acquit their grant and demonstrate it has been used for the purpose for which it was granted. Templates will be provided by Communities Tasmania.

Funded organisations may be required to participate in an audit of the project, including site visits.

To assist in completing acquittals and audits, organisations must:

- Participate, if requested, in funding evaluations;
- Provide Communities Tasmania with access to the location of the project at any time during the funding period for progress to be reviewed or project completion verified;
- Maintain proper books and records showing the use and expenditure of the grant;
- Clearly identify the grant as income and show grant related expenditure within the organisation's annual audited financial statements (if applicable);
- Keep copies of receipts; and/or
- Upon reasonable written notice first being given to the organisation, give the Auditor-General for Tasmania or his nominee access to all financial statements and records about the use and expenditure of the grant.



## Personal Information

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. You can request access to your personal information from Communities Tasmania.

## Right to Information

Information provided to Communities Tasmania is subject to the provisions of the *Right to Information Act 2009*. To find out more about this Act and what it means, go to [www.communities.tas.gov.au](http://www.communities.tas.gov.au). You can view the Act in full on the Tasmanian Legislation website: [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au).

Information provided to the Department and details of any financial assistance package may be subject to requests for public disclosure under the *Right to Information Act 2009 (TAS)* and may, where the Department deems appropriate, be disclosed in accordance with the Act. Organisations should clearly mark any information they do not want disclosed to a third party as confidential, along with a short paragraph outlining the reasons why the information is confidential.

## To submit an application

### Submitting online:

Applications and attachments can be submitted by via the application link on the wellbeing website [www.wellbeing.tas.gov.au/grants](http://www.wellbeing.tas.gov.au/grants)

### Submitting by mail:

Applications and attachments may be submitted by post to:

The Premier's Fund for Children and Young People  
Wellbeing, Strategy and Engagement  
Department of Communities Tasmania  
GPO Box 65  
HOBART TAS 7001

Your organisation will be contacted to acknowledge receipt of your application within five working days. If you do not receive confirmation of your application within this time, please contact Communities Tasmania on 6166 3533.

Applicants will be advised in writing of the outcomes of their application.

The details of all successful applicants, including the amount of funding they receive, will be made publicly available at [www.wellbeing.tas.gov.au](http://www.wellbeing.tas.gov.au).