



Providing Health and Wellbeing Solutions

**Communities for Children Facilitating Partner
Community Enrichment Grant**

Guidelines and Application Form

2023-2024

**Communities for Children Facilitating Partner
Supported by the Australian Government**

Head Office: 136 Lockyer Avenue, Albany WA 6330 | PO Box 5294, Albany WA 6332

Wheatbelt Offices: Merredin, Moora, Narrogin, Northam South-East Coastal Goldfields Office : Esperance

t: (08) 9842 2797 f: (08) 9842 2798 e: query@amityhealth.com.au www.amityhealth.com.au

1. Introduction

The Community Enrichment Grant provides up to \$1000 one-off grants to support local community activities that benefit children from before birth through to the age of twelve years and their families. Projects/activities must address the objectives of the Communities for Children Facilitating Partner Program under the Department of Social Services Families and Children Activity.

Communities for Children Objectives:

To improve the health and well-being of families and the development of young children, from before birth through to age 12 years (but may include children up to age 18 years), paying special attention to:

- Healthy young families — supporting parents to care for their children before and after birth and throughout the early years;
- Supporting families and parents — supporting parents to provide children with secure attachment, consistent discipline and quality environments that are stable, positive, stimulating, safe and secure;
- Early learning — providing access to high quality early learning opportunities in the years before school; providing early identification and support for children at risk of developmental and behavioural problems; assisting parents with ways to stimulate and promote child development and learning from birth; and
- School transition and engagement - supporting children and families to make a smooth transition to school and working with local schools to assist children and families with their ongoing engagement with school.

To 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 at the local level.

2. Applicants

Interested parties and community groups who intend providing activities/projects that meet the Communities for Children objectives are eligible to apply. All interested parties must be based in the Great Southern region. Funds must be used for the benefit of a wide range of children under the age of twelve and/or their families.

3. Amount of Funding available

There is a funding limit of up to \$1000 per application.
All applications for funding will be assessed by the Communities for Children Committee.

4. Selection Criteria

In deciding to fund an initiative/project, the Committee will apply the following criteria:

- Projects must address a community need and reflect a clear community benefit.
- Projects must reflect a 'Communities for Children' objective (see introduction).
- Applications from incorporated non-profit community organisations and also state government agencies in partnership with other agencies will be considered; and/or applications from groups (e.g. playgroups).
- The project must be completed within a six-month period.
- Projects must be based in the Great Southern Region.
- The requested amount does not exceed \$1000.
- Activities must be free of charge and accessible for the whole community to attend.
- Funding for projects that are in conjunction with fundraising or donations will not be accepted.

- All events and activities where Communities for Children funding is utilised must be alcohol and smoke free events.

Funds will not be provided for the following purposes:

- Offering gifts
- individual family support items, crisis payments
- Capital items
- Accommodation, travel expenses

5. Application Process

- Discuss your activity idea with the Communities for Children Manager
- Complete and submit your application to cforc@amityhealth.com.au
- The application will be presented to the Communities for Children Committee when they meet on the fourth Thursday of each month.
- The Communities for Children Committee will decide the outcome of application.
- The Communities for Children Manager will notify the applicant of the outcome of the application within one week after the Communities for Children Committee meeting.
- If successful, the applicant is to complete and sign the Community Enrichment Grant Agreement provided by Communities for Children Manager and return one copy back to Amity Health.
- Deliver the Community Activity retaining copies of all receipts of purchases in line with budgetary items outlined in your application.
- Provide a copy of receipts and invoice for reimbursement along with your completed Evaluation form to Communities for Children Manager.

6. Performance Measures

All applicants will be required to complete an evaluation form on completion of their activity/project.

7. Agreement (Acceptance of Terms of Funding Allocation)

All successful applicants will be required to execute a funding agreement prior to the payment of their grant amount. Funds will be paid on itemised invoices or detailed, itemised receipts.

The agreement will identify:

- the period for which funds are being made available;
- that Amity Health's financial responsibility will be limited to the approved funding;
- that responsibility for the insurance requirements relating to the funded project/activity rests with the applicant;
- a commitment from the applicant to obtain all necessary consents and approvals i.e., permits, police checks etc. at applicant's own expense;
- to ensure recognition of Communities for Children funding on all marketing material, media releases and acknowledgement at any project events;
- To notify the Communities for Children Manager in writing of any activities/project changes (emails acceptable)
- to adhere to all Copyright laws (if applicable).
- to provide to on completion of the activity/project, the Communities for Children Manager with a completed 'Evaluation Form' including final costs and details of community participation and project outcomes; and
- Inform the Communities for Children Manager of any significant event or opening where appropriate or relevant.

Please return completed application form to:

Communities for Children
 Amity Health
 136 Lockyer Avenue
 PO Box 5294, ALBANY WA 6332
 Telephone: (08) 9842 2797
 Email: cforc@amityhealth.com.au

Communities for Children Facilitating Partner – Amity Health

Community Enrichment Grant Application Form

(Please complete document electronically)

Activity Title	
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Contact Details of Applicant

Name of Organisation	
Contact Person/Applicant	
Address	
Telephone	
Email	
Signature of Applicant	
Position/Role	
Legal status of organisation/community group (e.g incorporated, company)	
ABN (required)	
Is the organisation registered for GST?	Please circle: YES / NO
Does your organisation have:	
Current Public Liability Insurance	YES / NO
Current Professional Indemnity Insurance	YES / NO
For those who will be participating in the activity:	
Working with Children Check/s	YES / NO
Police Clearance/s	YES / NO

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Rationale: Describe the issue/need within the community and why you want to deliver this proposed activity. Are you delivering this activity in conjunction with another organisation, community group?

Activity objective/s: What outcomes are you wanting to achieve amongst the target group/community as the result of participation in the activity. (E.g. describe what you are hoping to influence, or knowledge/skill participants will learn by participating in the proposed activity).

Please identify which Communities for Children Objective the proposed activity address:

- Healthy young families — supporting parents to care for their children before and after birth and throughout the early years;
- Supporting families and parents — support for parents to provide children with secure attachment, consistent discipline and quality environments that are stable, positive, stimulating, safe and secure;
- Early learning — provide access to high quality early learning opportunities in the years before school; provide early identification and support for children at risk of developmental and behavioural problems; assist parents with ways they can stimulate and promote child development and learning from birth; and
- School transition and engagement - support children and families to make a smooth transition to school and work with local schools to assist children and families with their ongoing engagement with school.
- To 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 at the local level.

Activity Description: Provide a description of the proposed activity and how it will meet the objective/s stated above.

Target Group: Please outline who this activity will be delivered to, an estimate of the number of participants expected to attend, and what strategies you will utilise to encourage families who need it most to attend.

Proposed Location/s:

Proposed date/s:

This event/activity will be Alcohol, Drug and Smoke Free Yes / No

The applicant understands that the grant funding cannot be used to support a fundraising event/activity. Yes / No

How do you intend to promote the activity?

Financial Details:

Budgeted cost of activity/project:

Outline each expenditure item the grant funding will be utilised for:	COST
Total cost:	\$

For example, identified budgeted expenses may include:

- Materials/equipment
- Promotions costs (printing flyers)
- Catering and refreshments [**Recommended healthy options in line with Australian Guide to Healthy Eating** (eatforhealth.gov.au)]
- Guest Speakers
- Wages, Administration Costs
- Room/venue hire

Once application has been submitted and approved by the Communities for Children Committee, any significant changes in the amount and type of expenditure will need to be approved in advance by the Program Manager to ensure reimbursement will be made. Please remember that invoices and receipts presented for reimbursement must be detailed and itemised.

Communities for Children encourages organisations and community groups to utilise and 'value-add' to existing community resources.

Please indicate any in-kind support you anticipate for this project/activity:

Please indicate any other costs associated for the project/activity that will be supported by other grants/donations/monies.

Communities for Children Contact Details

For assistance in completing this application or to ask any questions, please contact the Communities for Children Program Manager at:

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 PO Box 5294
 ALBANY WA 6332

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