

# 2020 Children's Week Grants

## Form Preview

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\* indicates a required field

### Start here information

- Before applying, please make sure you have read the 2020 Children's Week Grants Guidelines on the opening page of this application form. The guidelines outline the eligibility criteria, application and assessment process.
- Please make sure all your details are entered accurately, including contact details, as this will be used in developing your funding agreement if your organisation is successful.
- Your organisation can only apply for one grant.
- The application must be submitted by **5pm Wednesday 15 July 2020**.
- If you have any questions about the grants or application process, or to request a copy of the application guidelines, please contact [childrens.week@edumail.vic.gov.au](mailto:childrens.week@edumail.vic.gov.au).

### Organisation Contact Details

#### Organisation name \*

Organisation Name

#### Organisation address \*

Address

  

Suburb State Postcode

  

#### Organisation ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed

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ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**Please select your organisation type: \***

- Local council  
 Not-for-profit organisation

**Please attach a document that is proof of your not-for-profit status (if applicable)**

Attach a file:

**Contact person (in case the Department needs further information) \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \***

**Phone number \***

Must be an Australian phone number.  
add 03 before your phone number

**Mobile number**

Must be an Australian phone number.

**Email \***

Must be an email address.

## Activity Description and Promotion

The information you provide below will be used to assess your application and promote your activity on the Department of Education and Training's official Children's Week calendar of activities webpage.

If you are hosting different activities at different times, please list your main activity here and provide information about your other activities by adding an attachment to this application. If you do attach additional information, please make sure you provide the same information as requested below.

**Activity title \***

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**Activity description \***

Word count:  
no more than 100 words

**What age groups is the activity suited to? \***

**Activity date \***

Must be a date.

**Activity start and end time(s) \***

**Activity venue name and address \***

Address

  

Suburb   State   Postcode

      

Must be an Australian postcode.

**Local Government Area where the activity is located \***

**Web address used to promote your activity (if applicable)**

Must be a URL.

**Activity booking contact (if required)**

Title   First Name   Last Name

      

**Activity booking contact phone (if required)**

Must be an Australian phone number.

**Activity booking contact email (if required)**

Must be an email address.

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**Maximum number of participants that can attend your activity? \***

**Who can attend your activity free of charge? \***

- Children
- Parents
- Families
- Schools
- Early childhood services
- Other:

**Please describe how the activity will support at least one of the following learning and development outcomes of the targeted age group(s): identity, community, wellbeing, learning and communication. \***

**How will your activity profile the 2020 Children's Week theme 'Children have the right to choose their own friends and safely connect with others'? \***

**How will your organisation promote your activity? \***

**Please write a short promotional statement about your event. This will be used on the Department's official Children's Week calendar of activities webpage to help promote your activity. \***

Must be no more than 50 words.

**If your application is not successful, would you still like your activity/ies to be promoted on the Department of Education and Training's official Children's Week calendar of activities webpage? \***

- Yes
- No

**If you are providing other activities to the one listed above, please provide additional information in an attachment here.**

Attach a file:

Proposed Grant Expenditure

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Grant applications must clearly detail a breakdown of anticipated expenditure. Children's Week grants may be directed to costs such as:

- Guest speakers, entertainment, performing or other artists
- Learning or craft materials
- Children's prizes and certificates of participation or achievement
- Additional administrative costs.

Please indicate how your organisation intends to use the grant. Successful grant applications must use the grant solely for the provision of the Children's Week activity as detailed in their application.

Expenditure Item	Proposed Expenditure (excluding GST)
	\$
	Must be a dollar amount.

### Total Proposed Expenditure Amount (excluding GST)

\$

This number/amount is calculated.

### Other Funding Sources

Has your organisation applied for or received funding from the Department of Education and Training, or other government organisations for the activity/ies outlined in this application? If so, please provide the following details:

Funding source	Income Amount (excluding GST)
	\$

### Total funding source amount (excluding GST)

\$

This number/amount is calculated.

### Your authorised representatives

If your application is successful, these representatives will need the appropriate authority to sign a Common Funding Agreement with the Department.

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**Name of first authorised representative \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \***

**Name of second authorised representative \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \***

**Does your organisation have an adequate level of insurance to host a public event? \***

- Yes (documentation must be made available upon request)  
 No

### Additional information

Do you have any additional comments you would like to include with your application?