2024 Existing Toy Library Grants Application Form
Form Preview

Information for Applicants

The Department of Education is now accepting applications from eligible Victorian toy libraries that would like to receive a grant to renew their toy and equipment stock, improve their membership offerings, enhance accessibility and pay for a limited range of one-off costs.

The grant amounts available are:

- $10,000 for not-for-profit toy libraries located in high priority growth areas
- $6,000 for not-for-profit toy libraries in all other areas
- $3,000 for Toy Well toy libraries.

Who can apply?

Your organisation must be a not-for-profit toy library and operating in Victoria. Toy libraries must have comprehensive insurance coverage.

Applications are due by **11.59pm, 22 December, 2024**.

Applications will be open each year in 2023, 2024, 2025, and 2026. Each toy library only needs to apply for this grant once. If a round is oversubscribed and exceeds the available grants per year, compliant but unsuccessful applications in that grant round will roll over to subsequent rounds.

The applicant will also need to accept terms and conditions of funding on behalf of the organisation.

Please make sure you understand the eligibility and assessment criteria available at: www.vic.gov.au/toy-library-grants-program

How will applications be assessed?

Applications will be assessed by the Department of Education. An initial eligibility check will occur to confirm each applicant's status as a not-for-profit organisation operating in Victoria, and comprehensive insurance coverage.

If the Toy Library Grants Program is oversubscribed, priority will be given (in order) to organisations that are located in:

- the following growth corridor local government areas: Cardinia, Casey, Hume, Melton, Mitchell, Whittlesea and Wyndham
- socio-economic areas of disadvantage, as defined by the Australian Bureau of Statistics Socio-Economic Indexes for Areas (SEIFA).
- regional or rural areas

Funding is available for a limited number of toy libraries per year over the four-year funding period.

Submitting an application does not guarantee funding will be awarded to your organisation.

Applicant and Organisation Details

* indicates a required field

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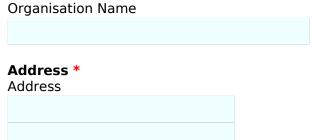Form Preview

Applicant contact details

Please provide contact information for the person completing this application form, as well as a secondary contact point who may be contacted if the department requires further information in order to assess the application.

Applicant primary contact person *

First Name

Last Name

Applicant alternate contact person

First Name

Last Name

Position *

Position

Phone Number *

Must be an Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

Must be an email address.

Email

Must be an email address.

Organisation details

Please enter the details of the toy library.

Organisation Name *
Organisation Name

Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Website

Must be a URL.

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	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Is your toy library a not-for-profit operating in Victoria? *
○ Yes   ○ No
Applicants must be a registered not-for-profit organisation operating in Victoria in order to apply for this grant program.

Is the toy library covered by comprehensive insurance? *
○   Yes, comprehensive insurance through membership with Toy Libraries Australia
○   Yes, public and products liability insurance with at least $10 million in coverage
○   No
If you have selected No for this question, your organisation is not eligible to apply for this grant.

Applicants that have identified themselves as a not-for-profit organisation must provide evidence of not-for-profit status.
Attach a file:

This may be: a copy of your organisation's constitution (please reference page number of applicable section) certificate of registration as an incorporated association. a copy of your organisation's Australian Charities and Not-for-profits Commission (ACNC) registration certificate. You can obtain this from the ACNC website, see http://www.acnc.gov.au.

Applicants must provide evidence of comprehensive insurance coverage.
Attach a file:

This may be comprehensive insurance through membership with Toy Libraries Australia (TLA) or hold public and products liability insurance with at least $10m in coverage.

Information about the Toy Library

* indicates a required field

1. Have you received a grant as part of the Toy Library Grants Program previously? *
○   Yes
○   No

Organisations that have successfully been funded by the Toy Library Grants Program are not eligible for funding in a future grants round within a four-year period.

2. Where is the toy library located? *
- ○ Building or room located at a school
- ○ Building or room located on council owned property
- ○ Building or room commercially or privately owned
- ○ Mobile service

3. Does the toy library co-locate or partner with any other services for children and families? *
- ☐ No
- ☐ Maternal Child Health
- ☐ Kindergarten
- ☐ Playgroup
- ☐ Primary School
- ☐ Other:

4. At the time of application, how many paid staff are employed at this toy library? *

Must be a number.

5. At the time of application, how many volunteers does this toy library have? *

Must be a number.

6. At the time of application, how many memberships does the toy library hold? *
- ○ Less than 15
- ○ 15-49
- ○ 50-99
- ○ 100-199
- ○ 200-299
- ○ 300-399
- ○ 400-499
- ○ More than 500

7. Has this toy library received funding from another Victorian or Australian Government grant since 1 July 2023? *

For example, a grant from the Children and Parenting Support (CaPS): Helping Families Learn and Grow with Playgroups program

8. If yes, please include grant amount, financial year grant was received and the grant program name. *

If no, please write N/A

Assessment Criteria

* indicates a required field

1. If successful, how will this toy library use the grant funding? Please select all that apply. *

☐   New educational toys, books, equipment and resources.
☐   Equipment for the storage, cleaning or maintenance of toys and the toy library.
☐   Equipment for managing toys or member administration
☐   One-off costs to improve the member experience and/or member accessibility and/or increase membership size.
☐   One-off costs related to the administration of the grant
☐ Other:

2. How would a grant improve member experience, accessibility, and/or increase the number of members this toy library current holds?

Word count:
Max. 150 words

3. How would a grant positively impact the local community?

Word count:
Max. 150 words

Additional information

Please provide any additional information you would like the department to consider in their assessment of your application.

Attach a file:

Acceptance of Terms and Conditions

* indicates a required field

Terms and Conditions

By submitting an application:

- organisations accept and agree to:
    - the requirements outlined in the Toy Library Grants Program Guidelines
    - spending the grant funding and completing an acquittal process by no later than 30 June 2027.
- organisations acknowledge that, should they be successful:
    - no additional grant funding will be allocated for cost overruns (organisations and/or approved providers must cover any additional costs),
    - organisations will not be eligible to apply to the Toy Library Grants Program in a future grant round within the four-year funding period,
    - the delivery of the toy library program, and the appropriateness of equipment/items purchased and/or services using the grant funding is entirely the responsibility of the organisation, and the Department of Education bears no responsibility whatsoever by virtue of having allocated grant funding to a successful applicant (organisation) for the Toy Library Grant Program,
    - organisations may be contacted in future by the Department of Education in relation to:
        - delivery and promotion of their toy library program, and/or
        - evaluation of the Toy Library Grants Program.
- organisations acknowledge that:
    - personal information collected through this application will be managed in accordance with Department of Education privacy policies.
    - the Department of Education is subject to the *Freedom of Information Act 1982* and that if a Freedom of Information request is made, the department will consult with the applicant before any decision is made to release the application or supporting documentation.

*
☐   I am an authorised representative of the organisation listed in this application
☐   I understand, accept and agree to the above terms and conditions on behalf of the organisation