2024 New Toy Library Establishment Grants Application Form
Form Preview

Information for Applicants

Applications for the 2024 Toy Library Grants Program are now open. This is the first of four annual grant rounds through which 2 grants of $40,000 will be awarded to organisations each year to establish a new toy library(s).

Who can apply?

Applicants must be a registered not-for-profit organisation operating in Victoria to apply for this grant program. Any of the following entities operating in Victoria are eligible to apply:

- not-for-profit organisations that are community service organisations; or Aboriginal Community Controlled Organisations (ACCOs)
- local councils
- state government entities, authorities or organisations that provide services to families and children
- charities registered with the Australian Charities and Not-for-profits Commission.
- existing toy library operators.

Applications are due by **11.59pm, 19 January 2025**.

Organisations are advised to submit their application in 2024 only if they are certain their toy library will be operational no later than 31 December 2025. Applications will be open again in 2025 and 2026.

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

As this is a competitive process, 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.

If the Toy Library Grants Program is oversubscribed, only eligible applications that receive an assessment score of 60% or higher will be considered. Priority will then be given (in order) to the highest scoring applications for proposed toy libraries 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
- an area that does not currently have adequate access to a toy library.

Funding is available for up to 2 new toy libraries per year over the four-year funding period (8 new toy libraries in total), each receiving a one-off $40,000 payment.

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

Applicant and Organisation Details

* indicates a required field

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 *   **Applicant alternate contact person**
First Name   Last Name   First Name   Last Name

Position *   **Position**

Phone Number *   **Phone Number**

Must be an Australian phone number.   Must be an Australian phone number.

Email *   **Email**

Must be an email address.   Must be an email address.

Organisation details

Please enter the details of the organisation seeking this grant to support the establishment of a new toy library or libraries.

Organisation Name *
Organisation Name

Trading Name
Organisation Name

If applicable

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.

Are you applying on behalf of a registered non-profit organisation 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.

Please select your not-for-profit organisation type. *

○ Local government council
○ Community organisation
○ Charity registered with the Australian Charities and Not-for-profits Commission
○ Aboriginal Community Controlled Organisation (ACCO)
○ State government entity, authority or organisation that provides services to families and children
○ Other: _____

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

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.

Attach a file:

Toy Library Proposal

* 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. Will the toy library be in operation and service to the community by December 2025? *

○ Yes   ○ No

If you are selecting No for this question, please consider submitting an application for a future round of this grants program.

3. What is your organisation's objective(s) to establishing a new toy library(s)? *

Provide details about why the geographical location has been identified, adequate access to an existing toy library, responding to membership growth, etc.

4. What is the proposed size of the new toy library?

☐ Small (serves up to 50 families)
☐ Medium (serves between 50-100 families)
☐ Large (serves over 100 families)

5. Describe the operating model of the new toy library(s) including number of paid staff, volunteers, etc. *

Key Selection Criteria - Community Demand and Impact

* indicates a required field

Proposed location(s)

1. Have you identified premises for the new toy library(s)? *

○ Yes   ○ No

Building, space or room within a council/school/etc.

2. Provide details about the proposed premises for the new toy library(s) including member access to the toy library (parking, public transport, accessibility for all abilities, etc.) *

Word count:
Must be no more than 150 words.
Include evidence of agreement to use the premises for the establishment of a toy library, if relevant

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

[   ]

4. Have alternative locations and/or premises been considered? *
○ Yes   ○ No

5. Provide details about alternative locations and/or premises, or why alternative have not been considered. *

[   ]

Word count:
Max. 100 words

Community needs

6. How has the community been engaged? What needs have been identified and how will they be addressed? *

[   ]

Word count:
Include evidence of community engagement, surveys or consultation, if relevant

7. Describe the demand for the establishment of a new toy library(s) and how it would positively impact the children, families and community in the proposed location. *

[   ]

Word count:

Key Selection Criteria - Project Management

* indicates a required field

Stakeholder Engagement

1. Has relevant stakeholder engagement and approval been undertaken? *
○ Yes   ○ No

Note: Applications for New Toy Library Establishment Grants must confirm whether the location was selected with appropriate community engagement and engagement with the relevant authorities for site use (i.e. local council / other land owners must be consulted / engaged / give approval where necessary).

2. Describe how your organisation has collaborated with stakeholders to determine the location and/or premises of the toy library(s), and to ensure its success. *

Outline who has been engaged to determine a suitable location and/or premises for your toy library, how families have been or will be involved / informed of your organisation's plan for establishing a new toy library(s).

Key Deliverables and Timeline

3. How will you achieve the establishment of a new toy library by 31 December 2025? Include key deliverables and dates in the table below. Please include additional rows if needed.

Deliverable or milestone	Timeline
	Must be a date.

Project resourcing

4. Has a project manager been identified to lead this project? *
☐ Yes ☐ No
A project manager will develop project plans, monitor the project to ensure milestones are met, co-ordinate contractors and oversee budgets. This can be someone in the organisation or an industry professional.

5. Provide a summary or short bio of the project manager's background and experience, and any other relevant project team members. *

6. Describe your organisation's past experience delivering a similar project. *

Include an overview of the project, dates, activities and reference contact details (name, position, email and/or phone number) where possible. Please note, references may be contacted by the Department.

Risk

7. Describe any significant risks and their contingencies (or attach relevant documentation). *

Include any real, perceived or potential conflict of interest (if any), associated with the delivery of the Grant Program or Agreement. Consider attaching your organisations risk matrix or analysis to assist in the assessment of this application.

Attach a file:

Key Section Criteria - Financial Viability

* indicates a required field

This section asks you to provide information about:

- the financial feasibility of establishing a new toy library and how the grant will support this
- how the toy library will be financially sustainable.

The Toy Library Grants Program Guidelines provides examples of equipment/items and services that constitute eligible funding expenditure under this grants program.

The examples are listed according to categories represented in **bold typeface**, which are referenced below in this application form.

Please outline your organisation's proposed expenditure totalling $40,000, rounded to the nearest hundred dollars ($100).

Funding sources (estimated) for the establishment of a new toy library

Funds from the Toy Library Grants Program, Department of Education includes $40,000.

1. Provide all other sources of funding for this project (if applicable) including Commonwealth/ Victorian Government/ local government grants, philanthropic funding, co-contribution from the organisation, etc. Add more rows if required.

Other funding sources	Amount ($)
	Must be a dollar amount.
	$
	$

Proposed expenditure by category

2. Provide the proposed expenditure of the grant per category

Toys and equipment

$

Must be a dollar amount.

Fit out and fixture costs

$
Must be a dollar amount.

Storage / cleaning / maintenance equipment

$
Must be a dollar amount.

Toy management / member administration equipment

$
Must be a dollar amount.

Promotional costs

$
Must be a dollar amount.

Project costs for a sustainable operating model.

$
Must be a dollar amount.

Project costs for member experience / accessibility

$
Must be a dollar amount.

Operational / administrative expenses

$
Must be a dollar amount.

TOTAL

$
This number/amount is calculated.
This total cannot exceed $40,000

3. If you are successful for this grant, how will the new toy library will be financially sustainable? *

Word count:
Provide examples such as estimated memberships, funding sources, etc. Max. 100 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
  - launching their toy library, no later than 31 December 2025
  - 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),
  - 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 approved provider, 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 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