



Small Grants Program

Guidelines

2024

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1. Overview of Small Grants Program

The CCYP Small Grants Program opens in February each year

Grant guidelines are published on the CCYP website and communicated to prospective applicants via an EDM in late early February each year.



Applications close in March each year

Eligible organisations are invited to complete the online application form and submit (with all information and attachments) by **29 March**.



Grant applications are assessed in April each year

Eligible applications are assessed against the criteria, with key consideration given to overall value for money of the activity proposed.



Grant decisions made in April each year

The CCYP decides which applications are successful and how much will be allocated to the proposed activity/project.



Successful applicants are notified in April each year

Successful applicants are advised of the outcome of their application by **30 April**.
(Please note: We may not notify unsuccessful applicants until all grant agreements for successful applications have been executed.)



Grant agreements finalised in May/June each year

Successful applicants enter into a grant agreement with the CCYP. The type of grant agreement entered into is based on the nature of the grant and the proportional risks involved.



Delivery of Project/Activity between July this year and June next year

Grant recipients undertake their grant project/activity as set out in the grant agreement between **1 July** this year and **30 June** of the following year.



Report on the Grant activity by end of July next year

Grant recipients prepare a short report (using the CCYP Grant Report Template supplied with the Grant Letter of Agreement) summarising the success or otherwise of the grant activity and submitting this to CCYP by **no later than 31 July** the following year.



CCYP publicises outcomes of the Grant activity

Based on the deliverables supplied with the return of the short report, CCYP publishes outcomes from the grant activity/project on relevant CCYP website/s, quarterly enews and social media channels.

2. Introduction

These guidelines contain information about the Commissioner for Children and Young People's Small Grants Program for 2024.

The annual program covers two grant types as follows:

- CCYP Period Justice Grants
- CCYP Youth Voice Grants

This guidelines document sets out:

- the purpose of the small grants program
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how applicants are notified of their success or otherwise
- how successful applicants enter into grant agreements to receive grant payments
- how grant recipient's activities/projects are monitored and reported upon; and
- what responsibilities, obligations, and expectations exist in relation to acceptance of a small grant from CCYP.

3. About the CCYP Small Grants Program

The CCYP Small Grants Program (the program) operates annually each calendar year, commencing in January. The program supports the objectives of the Commissioner as an independent statutory position, established under the *Children and Young People (Oversight and Advocacy Bodies) Act 2016* ('the Act').

The Commissioner's role includes advocating for systemic change to policies, programs and practices that impact the rights, development and wellbeing of South Australia's children and young people. This work is informed by the experiences and insights of children and young people themselves, with a specific focus on those who struggle to have their voices heard.

The Commissioner works with community and government partners on this agenda, including those who are committed to finding ways in which children and young people can have input into the design and delivery of policies, processes and practices relating to services aimed directly at South Australian children and young people.

3.1 Period Justice Grants

Further to publication of her report [Menstruation Matters \(2021\)](#) the South Australian Commissioner for Children and Young People has been working collaboratively with government, business and community groups to:

- raise awareness of period poverty in South Australian communities
- provide greater access to period products
- provide easier access to toilets and feminine hygiene product disposal units in community settings
- promote high quality information and education throughout the community; and
- reduce the stigma and taboo associated with periods and menstruation more broadly.

To progress the work being achieved in this area the Commissioner has introduced a small grant program for sporting clubs, local government, and not-for-profit community groups interested to access funds for projects that aim to address issues of period poverty in their local area.

The grants are not limited to product supply with applicants encouraged to use a variety of creative means to address menstrual taboo and stigma. Grants can be used for activities related to menstrual awareness, menstrual education, and menstrual management focused on young people.

The Commissioner's **Period Justice Grant** calls for recipients to:

- undertake a project that recognises menstrual wellbeing and dignity as issues fundamental to children's rights
- use a range of mediums and approaches to use the funds to improve menstrual wellbeing within their communities
- provide a brief Grant Acquittal Report on the outcomes of the project that can be shared by the Commissioner on the Period Justice website and in other CCYP channels at the Commissioner's discretion.

3.2 Youth Voice Grants

The Commissioner's Youth Voice Grants provide an opportunity for community groups and organisations to meaningfully engage with children and young people in relation to the policies, systems, environments, and services that impact their lives. This can be done by using a range of methods and mediums including events, activities, forums, workshops and focus groups, or other participatory mechanisms aimed specifically at young people.

The objective of the grant program is to provide financial support to community groups so they can facilitate:

- recognition of children and young people as key stakeholders by developing methods that enable their views and opinions to be sought in meaningful ways through online and/or face to face contact; and
- support children and young people's views to be sought and disseminated in an ongoing way, enhancing the operations of a not-for-profit organisation or local government entity.

The Commissioner's **Youth Voice Grant** program calls for recipients to:

- Undertake conversations or other engagement activities with children and young people to inform an organisation's work and priorities.
- Utilise a series of creative, youth friendly ways to support children and young people to engage and participate in youth voice activities across their community.
- Involve children and young people in youth voice opportunities on the issues that are of most concern to them.
- Develop and implement innovative ways of encouraging ongoing meaningful engagement with children and young people to hear and respond to the opinions and ideas they have and which they feel most passionate about.

4. Grant amounts and timeframes

4.1 Grant allocations

The total grant pool allocated is divided between the two small grant programs as outlined above: Period Justice Grants and Youth Voice Grants.

Grants are small with the maximum grant available for any one activity or project being up to \$5000. Larger grants may be made available in some circumstances at the Commissioner's discretion.

4.2 Grant period

The CCYP Small Grants Program is undertaken annually commencing in **January** each year.

Grant applications must be made [via the online application form](#) and submitted by **29 March 2024**.

The grant activity or project must occur within a twelve-month timeframe commencing from 1 July of the calendar year in which the grant funds were provided and finishing no later than 30 June of the following year.

Grant recipients are required to submit a short **Grant Acquittal Report (using the template provided with the Grant Letter of Agreement)** no more than 30 days after the delivery of the activity or project, or **no later than 31 July 2025**.

5. Eligibility criteria

5.1 Who is eligible to apply for a grant?

Eligibility is open to organisations that:

- have an Australian Business Number (ABN)
- are registered for the purposes of GST
- are an arts organisation, sporting club, not-for-profit group or organisation, or local government entity with appropriate legal structures that can
 - demonstrate they have well established relationships within their community that will help lead to positive outcomes for local children and young people
 - are Child Safe with the appropriate child safe policies and practices in place
 - can confirm that the financial support will be used directly for the purpose intended
 - is committed to working collaboratively with South Australia's Commissioner for Children and Young People; and
 - allows the Commissioner for Children and Young People to promote or publicly refer to the project or activity as and where relevant.

(Please note: Applicants who have applied for the **CCYP Small Grant Program** in the past and have been successful, are invited to submit a new application for grant funds for the same activity/project or for a similar activity/project for the coming year.)

6. What can the grant money can be used for?

6.1 Eligible locations

Grants can be used for activities or projects delivered to children and young people at one or several locations throughout South Australia.

6.2 Eligible expenditure

Grant funds can only be spent on eligible expenditure incurred in relation to costs associated with the agreed activity or project as defined in the grant letter of agreement.

Grant funds are **not** to be used for any of the following:

- purchase of land
- major capital expenditure
- to cover retrospective costs
- to cover any costs incurred in relation to preparation of the grant application or related documentation
- to subsidise any general ongoing administration costs for the organisation, eg. electricity, phone, rent.
- major construction/capital works
- overseas travel, or
- activities for which Commonwealth, State or Territory governments have primary responsibility.

7. Application process and assessment timelines

As the CCYP grants are small and designed to be delivered at a local community level, the application process and assessment criteria is straightforward as outlined below.

7.1 The application process

To apply for grant funds, eligible community groups, not-for-profit organisations and local government entities need to:

- complete the online application form located at the following link:
ccyp.com.au/small_grants_program/
- confirm eligibility and address the assessment criteria
- supply the information requested; and
- submit the completed application by no later than Friday **29 March 2024**.
(Please note: Late or paper-based applications cannot be accepted unless by prior arrangement).

7.2 The grant opportunity timelines

Table 1: Expected timing of the grant opportunity

Activity	Timeframe
Grants advertised	February – March
Application deadline	Friday 29 March 2024
Assessment of applications	4 weeks in April
Notification to applicants	By end April
Agreements finalised	By end May
Funds dispersed	By end of June
Earliest start date of grant activity/project	1 July of application year
End date of grant activity/project	30 June of the following year
Short report on grant activity/project submitted to CCYP by recipients	31 July at the latest or one month after the grant activity/project ends.

8. The grant selection process

8.1 How will the applications be assessed?

Grant applications that meet the eligibility criteria, will be assessed through an open competitive grant selection process based on the following criteria:

- how well the application meets the assessment criteria
- how it compares with other applications submitted
- whether it provides value for money
- the extent to which it demonstrates evidence of being able to contribute to meeting some or all the outcomes/objectives outlined in the grant program; and
- how the grant activity/project will target groups of South Australian children or young people, or an individual child or young person living in South Australia.

8.2 Who assesses the grant applications?

Each application is assessed by members of an internal CCYP panel consisting of:

- the Commissioner,
- a senior CCYP staff member, and
- the CCYP Youth Engagement and Participation Officer.

8.3 Who approves the grant funding?

The Commissioner for Children and Young People has final say on which grants will be approved and the grant funding amount for each, after considering recommendations made by other members of the panel.

The Commissioner's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded; and
- the terms and conditions of the grant.

9. Notification of application outcomes

All applicants will be advised in writing of the outcome of their application. If successful, applicants will be sent a Grant Letter of Agreement containing any specific conditions that may be attached to the grant funding. A Grant Acquittal Report template will be sent with the Grant Letter of Agreement.

Unsuccessful applicants may **not** be notified until all successful grant agreements have been put in place.

9.1 Feedback on unsuccessful applications

If unsuccessful, applicants are invited to ask for feedback on their application within one month of being advised of the outcome.

10. Grant letter of agreement and the transfer of funds

10.1 The Grant Letter of Agreement

Successful applicants who are sent a Grant Letter of Agreement containing an offer of grant funds can accept the offer by signing and returning the letter of agreement by **30 May**.

The grant letter of agreement will state the following:

- the maximum grant amount to be paid to the applicant
- the proportion of eligible expenditure covered by the grant; and where applicable
- details of any financial contributions being made by the applicant*
- details of any in-kind contributions* being made; and
- details of any financial contributions being provided by a third party*

*ie as outlined by the applicant in their application.

10.2 How we pay the grant

Upon receipt of a fully executed Grant Letter of Agreement the CCYP pays the total amount of the grant funds to the recipient in one Single Upfront Payment into the preferred bank account.

Please note: all grants are assessable for income and taxation purposes, unless exempted by a taxation law.

11. Announcement of grants

CCYP announces grant recipients once all Letters of Agreement have been finalised and grant funds have been dispersed. A summary of successful grant recipients, including a brief description of the activity/project being supported, is published on the CCYP website (ccyp.com.au.) Grant details are also reported upon in the CCYP's annual report to Parliament submitted in October each year.

11.1 Rights to publicise and report

CCYP reserves the right to publicise and report on the grant funding sponsorship, including details of:

- the name of the organisation to which grant funds have been awarded
- the total amount of grant funding allocated; and
- the title and a brief description of the activity or project for which the CCYP funds have been granted.

11.2 Use of the CCYP logo and promotional assets

Grant recipients must ensure that all publications, advertisements, promotional activities, and other public relations matters relating to the activity for which the grants funds have been made available, include the CCYP name/logo alongside their own.

These draft materials will need to be shared with CCYP's Communications team prior to distribution. CCYP has the final say on any content/material/assets intended to be made publicly available promoting the activity or project. Full details of who to contact are listed in the Letter of Agreement.

12. Monitoring of grant activity

12.1 Keeping CCYP informed

Grant recipients are asked to let CCYP know if anything is likely to affect delivery of the grant activity or project as set out in the grant letter of agreement.

If recipients become aware of a breach of any terms and conditions as outlined under the grant letter of agreement, they must inform CCYP immediately.

12.2 Grant Recipients' Short Acquittal Report

When applicants complete the grant activity or project they must prepare and submit a short acquittal report using the template supplied with the Letter of Agreement. This report should also:

- identify if and how outcomes have been achieved
- outline the agreed evidence of outcomes as specified in the grant Letter of Agreement
- summarise the total eligible expenditure the activity or project incurred; and
- submit the short report within 30 days of completion of the activity or project in the format stipulated.

12.3 Grant Agreement Variations

CCYP recognises that unexpected events may occur and that these might affect the capacity of the grant recipient organisation or group to deliver on the activity or project proposed. In these circumstances, applicants are asked to make phone contact and follow up with a formal request made via email to make a variation to the grant Letter of Agreement.

CCYP will consider requests for variations based on the provisions set out in the agreement and the likely impact these will have on achieving the intended outcomes.

12.4 Disclosure of information

Grant recipients must not, without CCYP's prior approval, disclose any confidential information to a third party, research, or service delivery organisation according to Australian laws.

CCYP must not, without the recipient's prior written approval, disclose any confidential information to a third party about the grant activity or project without the consent of the grant recipient organisation.

Further information

If you have any questions about the grant program and what projects would be suitable, please contact Emma Houghton at emma.houghton@sa.gov.au or by phone on **08 8226 3396**.