Local Government Australian Early Development Census Grants Program 2024

DOCG202333393

Guidelines and Application Form

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## Part A - Guidelines

All applications for the Local Government Australian Early Development Census (AEDC) Grants Program 2024 must be received by the Department of Communities (Communities) via email on or before the advertised closing time and date below to be eligible for assessment.

Applications received after the closing time/date will not be accepted.

Please allow up to 12 weeks from the closing date for your application to be processed.

**Who can apply**

To be eligible for a grant through the Western Australian Local Government Early Childhood AEDC Grant Program (AEDC Grant Program), applicants must be a Local Government Authority (LGA) operating within the state of Western Australia.

**Submitting an application**

Closing Time: 2:30pm

Closing Date: 5 December 2023

Applications must be submitted by:

**Email** [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)

All applications will be acknowledged via email within five business days of receipt. Please contact Communities to confirm receipt if no acknowledgement is received by this time.

## About the program

The Western Australian Department of Education (Education) has partnered with the Department of Communities (Communities) and the Western Australian Local Government Association (WALGA) to deliver the AEDC Grant Program.

The AEDC Grant Program will provide one off grants to LGAs to implement projects aimed at improving the overall health and wellbeing of young children aged 0 to 5 years living in Western Australia.

LGAs are encouraged to work with their communities to address the developmental needs of children as identified by the AEDC results.

Applicants are also encouraged to review the current AEDC data on the [AEDC website.](https://www.aedc.gov.au/)

The AEDC is a population measure that takes place every three years to facilitate the national collection of information on young children’s development across five key areas linked to the predictors of good adult health, education, and social outcomes.

These are:

* physical health and wellbeing
* social competence
* emotional maturity
* language and cognitive skills (school-based)
* communication skills and general knowledge

In Western Australia, analysis of the 2021 data indicates that the percentage of children who began school with developmental difficulties increased between 2018 and 2021. In 2021, nearly 30 Local Government areas had 25% or more children classified as developmentally vulnerable on one or more domains.

Research into child development overwhelmingly supports the view that focussing on early childhood health and wellbeing leads to improved school readiness, better outcomes while at school, education, employment, and health into adulthood, as well as reduced economic costs to government, communities, and families and better security for neighbourhoods and society.

LGAs play an essential role across a range of areas that support young children’s health and wellbeing, development, and learning and are well placed to work directly with their community to respond to their AEDC results.

**Program Objectives**

Initiatives and projects that promote the enhancement of developmental milestones for young children will be prioritised. In particular, projects that:

* Increase the capacity for Local Government in co-planning local responses to developmental vulnerabilities of young children in their community, in collaboration with community stakeholders, including through the employment of an early year’s coordinator or similar.
* Increase awareness of and engagement with the AEDC among local government and community stakeholders in the Local Government area.
* Increase evidence-informed support and initiatives for young children and their families in the local government area by funding new or significantly adapted programs and initiatives.
* Improve developmental outcomes for young children.

Projects may include:

* The development of a community/strategic plan with issues and strengths identified and prioritised by the community.
* Undertaking consultation within the community to support the mapping and identification of local early years services, assets, and programs.
* Holding workshops or presentations for local government and community stakeholders to increase awareness of AEDC data and the importance of early childhood development in the Local Government area.
* Undertaking direct community action in response to local AEDC results, including trial initiatives, development of service models and strategies that complement and/or build on existing early childhood initiatives within the local government area.

To be eligible for funding, proposed projects must also align to the following program requirements:

* Include active engagement with an existing Early Years Network or facilitate the development of an Early Years Network in collaboration with the community.
* Include participation in face-to-face AEDC training sessions and regular online peer support sessions provided by Education over the term of the grant program. These sessions will increase LGAs expertise to interpret and use AEDC data to inform early years planning in collaboration with community partners.
* Identify a Project Committee to oversee the project.
* Support direct community action in response to local AEDC results.

Projects delivered through collaborative community partnerships that are actively involved in the planning and delivery of the project are encouraged. Applications that display successful partnerships between multiple local governments are also encouraged particularly in locations where there are a smaller number of residents.

**Grant Period**

Projects must be completed by the 28 February 2026.

**Funding available**

Grants of up to $100,000 (excluding GST) are available for LGAs to implement community-wide, strategic initiatives.

## Funding may be used for:

The following items are eligible for funding:

* hire of equipment, transport and venue;
* publication costs of resources and material created through the project;
* publicity, communications and marketing costs;
* consultants and facilitators;
* wages directly related to the project;
* audit costs; and
* project evaluation.

## What is not covered by the grant:

* purchase of infrastructure and capital equipment;
* operational staff wages, not directly related to the project;
* prizes and gifts, including cash;
* intrastate, interstate and overseas travel;
* ongoing operating costs of the organisation or costs not directly related to project;
* retrospective costs (any money spent before a grant is approved);
* projects involving fundraising, unless the funds raised are expended on the project;
* projects that duplicate an existing or similar project or service within the community;
* projects that are traditionally funded through other sources (e.g. school activities or sporting/cultural events); and
* projects that could be delivered through an existing service agreement or grant agreement the organisation has with Communities.

## Assessment criteria

Each application will be assessed against the following criteria:

* The project will benefit young children aged between 0 and 5 years of age and their families.
* The project addresses one or more of the Program Objectives.
* The project aligns to the AEDC results and aims to improve developmental outcomes for young children.
* Evidence of sound planning and ability to manage the project, including clearly defined aims, project outcomes and evaluation measures to determine the effectiveness, feasibility and sustainability of the initiative.
* Evidence that the applicant has sound governance and management structures in place to deliver the project.
* Evidence of sustainable benefits for young children aged between 0 and 5 years of age following completion of the project.
* The project delivers value for money and is reasonable to deliver the project activities and outcomes.

After meeting the above core requirements, Communities will also prioritise applications that:

* support vulnerable or disadvantaged cohorts in the community; and/or
* support or complement the National Agreement on Closing the Gap Outcome 4 - Children thrive in their early years.

## Who can apply:

To be eligible for a grant through the AEDC Grant Program, applicants must be an LGA operating within the state of Western Australia.

## Who cannot apply:

Entities not eligible to apply for funding through this program include:

* Commonwealth or State Government agencies
* Individuals
* not-for-profit or community organisations
* commercial, for-profit organisations
* unincorporated, community sector organisations
* organisations located in the Indian Ocean Territories.

LGAs that have outstanding acquittal or evaluation requirements from previous Communities’ grant or program funding are ineligible to apply until the required documentation has been submitted. Please contact Communities if there are any queries about an organisation’s acquittal status.

## How to apply

1. Carefully read Part A - Guidelines.
2. Complete Part B - Application Form.
3. Attach any supporting documents, if required.
4. Ensure the application is signed by the authorised delegate for the LGA.
5. Check you have completed all requirements as per Part C - Application Checklist.
6. Submit the signed application to Communities at [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)

**Late applications will not be accepted.**

All applications will be acknowledged via email within five business days of receipt.

Please contact Communities to confirm receipt if no acknowledgement is received by this time.

## Assessment and notification

Please allow up to 12 weeks from the closing date for advice regarding the outcome of an application.

All applications will be reviewed against the assessment criteria outlined above. All organisations that apply for funding will be notified in writing of the outcome of the submission.

## Successful applicants

A grant agreement will be negotiated with each successful applicant which will outline project details and full reporting requirements.

Successful applicants will be required to report on the activities undertaken, participants and partners, lessons learned, evaluation of effectiveness, outcomes achieved, and a certified statement of income and expenditure for the funded project. Once the project is completed, the acquittal report must be submitted to meet the requirements, which will be specified once the grant is approved.

Any unspent grant funds, or grant funds not expended in accordance with the grant program, must be returned to Communities.

## Technical Assistance

For technical assistance submitting the application form, please contact:

Melinda Cunningham

Procurement Officer

Mobile: 0432 835 077

Email: [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)

## Part B - Application Form

**Section One - Administering Organisation**

**Enter the LGA details in this section.**

If the project will be delivered through a collaborative partnership across multiple Local Government Areas, a lead agency must be nominated. The lead agency will assume administrative responsibility and accept and adhere to all terms and conditions of the grant, maintain financial records, and provide reporting information for successful applications.

**1.1 Local Government Authority**

|  |  |  |  |
| --- | --- | --- | --- |
| Legal name of Local Government Authority | Click here to enter text. | | |
| Trading name *if different to the legal name* | Click here to enter text. | | |
| ABN | Click here to enter text. | | |
| Contact person | Click here to enter text. | | |
| Position | Click here to enter text. | | |
| Email address | Click here to enter text. | | |
| Telephone | Click here to enter text. | Mobile | Click here to enter text. |
| Postal address | Click here to enter text. | | |
| Suburb | Click here to enter text. | Postcode | Click here to enter text. |
| Website | Click here to enter text. | | |

## Section Two - Project Details

### 2.1 Project name: Click here to enter text.

### 2.2 Please provide a brief overarching description of your proposed project (maximum 40 words\*)

\*Please note, if successful, this is the description of your project which will be used in any media statements or related publicity.

Click here to enter text.

**2.3 Please provide a detailed description of the project, including the project objectives, in accordance with the Guidelines.**

Click here to enter text.

**2.4 Attach a detailed project plan, including a project schedule of key phases, milestones, activities, staffing and community engagement to this application.**

**2.5 Timeline of your project.**

Estimated project start date\*\* Click here to enter text.

Estimated project finish date\*\*\* Click here to enter text.

\*\*Please note, allow 12 weeks from the closing date of this application process to estimate your project start date.

\*\*\*Please note, projects must be completed by the 28 February 2026.

**2.6 What region will your project run in?**

State-wide

Gascoyne

Goldfields/Esperance

Great Southern

Kimberley

Mid-West

Peel

Pilbara

Southwest

Wheatbelt

Northwest Metropolitan

Northeast Metropolitan

Southwest Metropolitan

Southeast Metropolitan

**2.7 Provide evidence of community need and support of the project by the community. Include a description of how community organisations will be (or have been) engaged in the project design or implementation. (500 words limit)**

Click here to enter text.

**2.8 How will the project benefit young children and their families?**

Click here to enter text.

**2.9 List the intended outcomes of the project.**

Click here to enter text.

**2.10 How will the project be evaluated against the intended outcomes described above and the program objectives outlined in the grant program Guidelines?**

Click here to enter text.

**2.11 How will young children and families continue to benefit from the project following the term of the grant?**

Click here to enter text.

**2.12 Identify the primary target group for the project.**

All young children (age 0 to 5 years)

Young children with disability

Aboriginal or Torres Strait Islander

Young children from CaLD communities

Rural, remote and regional

Other   
Click here to enter text.

**2.13 Community partnerships**

What other groups, organisations or LGAs are involved in planning and implementing your event/activity. Please list ALL the organisations involved, with contact details and how they are contributing.

|  |  |  |
| --- | --- | --- |
| **Organisation Name** | **Contact Person/Phone** | **How is this organisation involved?** |
| e.g. XYZ Council | John Smith, xxxx xxxx | On planning committee, free venue |
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## Section Three - Project Budget

|  |  |
| --- | --- |
| **Requested grant amount (Excluding GST)** (enter an amount up to $100,000) | **$Click here to enter text.** |

It is important to detail the proposed expenditure of the requested grant and indicate any other income that is expected in support of the project, either cash or in-kind. The value any contributions made to the project by partner organisations noted above should be specified in this section.

Use the table below to evidence all sources of income for this project, proposed and confirmed, cash and in-kind, and how it will be expended. Include the AEDC Grants Program grant amount. The budget should align to the proposed project activities and outcomes specified in this application.

**Do not include GST in the costings below.**

| **Budget Item** | **This Grant**  **($ excluding GST)** | **Other Cash or Grants**  **($ excluding GST)** | **In-kind Support** | **Source of Other Cash or In-kind Support** |
| --- | --- | --- | --- | --- |
| What the funding is to be spent on | Proposed grant expenditure from the AEDC Grants Program only. | Any other cash income anticipated for this project from the applicant and/or project partners | An estimated dollar value of the in-kind support for the project from the applicant and/or project partners | Note the source of Other Cash or In-kind support and if this is confirmed or unconfirmed with the source |
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| **TOTAL** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |

## Section Four - Taxation and banking details

This section is to be completed by the LGA managing the grant funds.

**Taxation**

|  |  |
| --- | --- |
| Australian Business Number (ABN) | Click here to enter text. |
| Registered for Goods and Services Tax (GST) | Registered for GST  Not registered for GST |

**Bank account**

|  |  |
| --- | --- |
| Bank name | Click here to enter text. |
| Branch / suburb | Click here to enter text. |
| Account name | Click here to enter text. |
| BSB number (must be six digits) | Click here to enter text. |
| Account number (up to nine digits only) | Click here to enter text. |

**Affiliated body**

If the requested grant amount, combined with any other grants or funding received from the Communities comprises **more than 50%** of the applicant organisation’s total annual income for the current financial year, the organisation is an **Affiliated Body** of Communities.

Acknowledgement of affiliated bodies is a requirement of Communities in accordance with the *Financial Management Act 2016* and prescribed by the Treasurer’s instructions.

|  |  |
| --- | --- |
| Yes, the organisation is an affiliated body |  |
| No, the organisation is not an affiliated body |  |

## Section Five - Declaration

On behalf of the applicant LGA, I declare that:

* All the information provided in this application, including any attachments, is true and correct.
* The taxation and banking details entered in this application are true and correct.
* The organisation is financially viable and able to meet all accountability requirements.
* I give permission to the Department of Communities, when applicable, to contact any persons or organisation in the processing of this application and I understand that information may be provided to other agencies, where appropriate.

|  |  |
| --- | --- |
| Legally authorised officer signature |  |
| Date | Click here to enter a date. |
| Legally authorised officer name | Click here to enter text. |
| Legally authorised officer position | Click here to enter text. |
| Local Government Authority | Click here to enter text. |
| Legally authorised officer telephone | Click here to enter text. |
| Legally authorised officer email address | Click here to enter text. |

|  |  |
| --- | --- |
| Witness signature |  |
| Date | Click here to enter a date. |
| Witness name | Click here to enter text. |

## Part C - Application checklist

Before applying, ensure the following have been completed and checked:

|  |  |
| --- | --- |
| Checklist item | Complete |
| The Guidelines have been read and understood by the authorised signatory or delegate of the administering LGA, and any other relevant parties. |  |
| All questions in Part B – Application Form are complete. |  |
| A project plan is attached. |  |
| The taxation and banking details of the administering LGA have been entered and are correct. |  |
| The declaration has been signed by the authorised signatory or delegate of the administering LGA. |  |
| All attachments have been included in the application (i.e. project plan, terms of reference etc.), where applicable. |  |