



## GRASSROOTS FUNDING

## APPLICATION INFORMATION &

## GUIDELINES

### Communities for Children Cairns south & Yarrabah

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## Overview and context

### About Communities for Children (CfC)

Communities for Children (CfC) is funded by the Commonwealth Government under the Families and Children Activity of the Families and Communities Programs and is administered by the Commonwealth Department of Social Services (DSS). CfC is a place-based model of investment supporting children and families in vulnerable and disadvantaged communities across Australia.

### About Mission Australia as a Facilitating Partner (FP)

Mission Australia's integrated nationwide services help people find safe and affordable housing, support disadvantaged children and families, empower troubled young people, assist people with mental illness and disability, and much more. Early intervention and prevention are at the heart of our work as we pursue our vision of an Australia where all of us have a safe home and can thrive.

Mission Australia is a CfC Facilitating Partner (FP) for the Cairns South and Yarrabah service area (refer to Appendix A for a map of our service area). In this role, we facilitate a whole-of-community approach to support early childhood development and wellbeing with a focus on children from birth to 12 years and can include children up to 18 years and their families.

We take an early intervention approach that supports families to improve the way they relate to one another, improve parenting skills and ensure the health and wellbeing of children.

Refer to the **CfC Community Strategic Plan 2022-2026** for further detail regarding Mission Australia's CfC service area community profile, service area vision and priority areas.

### Facilitating Partner (FP) objectives

As a FP, Mission Australia's objective is to improve the health and wellbeing of families and the development of young children, from before birth to 12 years, paying special attention to:

- **Healthy young families:** Supporting parents to care for their children before and after birth and throughout the early years,
- **Supporting families and parents:** Supporting parents to provide children with secure attachment, consistent discipline and quality environments that are stable, positive, stimulating, safe and secure,
- **Early learning:** Providing access to high-quality early learning opportunities in the years before school, and early identification; and
- support for children at risk of developmental and behavioural problems. This includes assisting parents with ways to stimulate and promote child development and learning from birth, and
- **School transition and engagement:** Supporting children and families to make a smooth transition to school and work, with local schools to assist children and families with ongoing engagement.

We also aim to create strong child-friendly communities that understand the importance of children and apply this capacity to maximise the health, well-being and early development of young children at a local level.

## About Grassroots and Community Partners

As an FP, Mission Australia funds other organisations, known as Community Partners (CPs), or grassroots programs to deliver activities and programs that work to achieve the outcomes set out in the CfC program objectives, and in alignment with the current **CfC Strategic Plan 2022-2026**.

These activities and programs facilitators will recognise or offer an innovative or creative way to engage with children and families, with a focus on contributing to the vision outlined in the Community Strategic Plan 2022-2026; including enabling children and young people to thrive, adults to be empowered, families to flourish and communities to be more cohesive. Some of the anticipated outcomes will include:

- Improving service delivery capability,
- Building community awareness,
- Engaging with other relevant service providers,
- Offer an alternative program to children and families that captivates their attention,
- Offers a program or activity that does not already exist,
- Offer school holiday program activities,
- Engaging and building on parent/child capacity,
- Positive relationships,
- Positive parenting/caregiver practice,
- Strong connections to social supports and community,
- Strong connection to culture,
- Individuals feeling safe at home and in the community,
- Greater participation in decision making, and
- Provision of safe and inclusive services.

## Application Information and Guidelines

Successful applicants will deliver activities and/or programs to support children and their families within the CfC service area, in alignment with the objectives of the **Community Strategic Plan 2022-2026** (refer to Appendix A for a map of the CfC Cairns south & Yarrabah).

## Who can apply?

Applicants who have an innovative program available to engage children birth-12 years, and their families are encouraged to apply

## FAQ

### Do I need to have an ABN?

Yes, all applicants must have an ABN registered.

### How much funding is available?

CfC in the Cairns South & Yarrabah region has \$70,000 in funding available to support children and families until June 2026.

Applications will be judged on merit therefore minimum amount will be \$2000 with maximum amount of \$70,000.

### When do the applications close?

- Applications **close at 5pm, February 25, 2025**
- Applications will be notified of the outcome of their application after selection process has been completed. **March 2025.**

### When will funding be available for successful applicant?

- April 1, 2025.

### What are the requirements around expenditure of funds?

- CfC funding must be used for direct service delivery, offering programs or activities to children birth -12 years and their families in the Cairns south and Yarrabah area
- The CfC Cairns South and Yarrabah Service Area includes: Earlville, Mount Sheridan, Gordonvale, Bentley Park, Yarrabah, Woree, White Rock, Mount Peter, Edmonton.

Funding provided to successful applicants may be used for:

- Staff salaries and on-costs which can be directly attributed to the provision of the grassroots activity in the identified service area or areas,
- Resources and consumables related to the delivery of the service program and activities

### What are the administrative requirements?

- Collect the data for each session, and complete a CfC FP quarterly reporting template (4 per annum) with timeframes allocated
- Complete mandatory forms: Annual financial statement and a Child Safe Declaration
- Submit and adhere to budget
- Additional requirements are outlined in the sub-contract

### What is the application and selection process?

1. Submit your application using the Application Form included in this package. Please email the complete application and any required attachments to [CFCcairns@missionaustralia.com.au](mailto:CFCcairns@missionaustralia.com.au) **5.00pm, on the 25 February 2025.**
2. The Mission Australia CfC Steering Committee will assess each application against the selection criteria.
3. The Mission Australia CfC Steering Committee will then make recommendations for approval.
4. Applicants will be notified of whether their application was successful by **March 2025.**
5. Successful applicants will be required to enter into a Service Agreement (sub- contract) with Mission Australia Communities for Children (Facilitating Partners).

## What are the selection criteria?

To be considered for funding, applicants must:

- Show demonstrated understanding of the need for the proposed activity in the service area,
- Commit to investing the budgeted resources into the funded program or activities,
- Show demonstrated experience in effectively developing, delivering, managing and monitoring activities aimed at improving the safety and wellbeing of vulnerable and disadvantaged children and families,
- Clarify the targeted suburbs and venue where service delivery or activities will occur,
- Create client registration form and data collection permission forms that meets DSS requirements for sharing client/participant information (i.e. parent consent form)
- Clearly demonstrate how your proposed activity or program provide the best option for achieving CfC's objectives; and
- Meet the [Child Safe Environments compliance requirements](#) (refer to Appendix A)

## Decision-making mechanisms

The decision to award a subcontract to an applicant will be determined by:

- Quality and relevance of the application, taking into account program objectives and priority areas, and mandatory / compliance requirements,
- The degree to which the proposal is likely to achieve the activity outcomes for all clients and the likely effectiveness of proposed evaluation processes,
- Whether the applicant has capacity to fulfil its obligations to the FP and DSS in regards to data collection within the expected timelines.

CfC funded programs/activities should provide flexible, culturally sensitive and accessible service delivery models and practices that ensure accessibility to any people who face a real or perceived barrier to receiving assistance and have in place strategies to achieve this unless otherwise exempted by legislation. Programs/activities must provide services equally, without bias or prejudice about clients.

## What is required of successful applicants?

Successful applicants will be responsible for ensuring:

- The terms and conditions of the grant agreement are met,
- Service provision is effective, efficient, and appropriately targeted,
- Highest standards of duty of care are applied,
- Services are operated in line with, and comply with the requirements as set out within all state and territory and Commonwealth legislation and regulations,
- Aboriginal and Torres Strait Islander communities and other vulnerable groups have equal and equitable access to services,
- The program is delivered in a collaborative manner, and identifies any referral services involved,
- Evidence of outcomes, program access, case studies and evaluation pre, mid and post is collated to enable CfC FP to complete SCORES (circumstances, goals, and satisfaction) outlined on DEX.
- Ensure Client registration forms, surveys developed and undertaken, and client approval for sharing information stored in a safe place to ensure Privacy Act is upheld.
- Quarterly reporting templates generated by CfC Facilitating Partners are completed on time and captures DSS mandatory data set: Full name (First and Surname), full address (Street

number, name, suburb and postcode); Date of Birth; whether the person is from a CALD community, or ancestry is identified; whether they have a disability, is Aboriginal and Torres Strait Islander heritage, and the gender of the participant/s.

## What are the contractual arrangements?

The successful organisations or sole trader will be required to sign a Service Agreement (sub-contract) with Mission Australia before receiving funding. All relevant details will be provided within the sub-contract. In summary, by entering into this sub-contract the successful applicant agrees to:

- Develop program Activity Work Plan/s that clearly identifies dates, times, months, venue, school terms if applicable.
- Submit Progress Reports quarterly to Facilitating Partner:
  - July-September (due October 20)
  - October to December (due 20 January)
  - January to March (due 20 April)
  - April to June 30<sup>th</sup> (due 20 July)
- Participate in CfC evaluation processes as required,
- Comply with DSS Data Exchange data reporting requirements, and
- Collaborate closely with other relevant services, clearly identifying partners
- Submit an annual Statement of Compliance stating you have implemented the National Principles for Child Safe Organisations
- Complete an updated risk assessment to identify the level of responsibility for children and level of risk of harm to children,
- Have an updated risk management plan or policy; and show evidence of any training and a compliance regime as required, relevant to funding and program activity
- Work to the CfC Marketing Guidelines, seek approval by CfC FP for flyers and other marketing material including videos and reports to ensure correct logo is on all resources developed for the life of the program or activity.
- Complete Financial declaration annually, and a budget breakdown with application

## More information and contact details

For more information, please contact:

Kimberley Daly

Manager

**Communities for Children Cairns South and Yarrabah**

Phone: 07 4037 2874

Email: [CFCcairns@missionaustralia.com.au](mailto:CFCcairns@missionaustralia.com.au)

## What Programs have been successful in the Past?

- Healthy Start Up
- Youth Forum, Youth Health & Wellbeing Program
- School holiday programs
- Drumbeat program
- Girls Camp
- RISE – Girls Self-Defence classes
- Indigenous games, and sporting activities

## Helpful resources

**Communities for Children: Community Strategic Plan 2022-2026**  
<https://hambledonhouse.com.au/wp-content/uploads/2022/05/QLD-MA-CfC-FP-4-G1WMUW9-CSP-Approved-03-May-2022..pdf>

**Mission Australia's Communities for Children webpage**  
<https://hambledonhouse.com.au/communities-for-children/>

**Department of Social Services, Communities for Children Facilitating Partners Information** [dss.gov.au/our-responsibilities/families-and-children/programs-services/family-support-program/family-and-children-s-services](https://dss.gov.au/our-responsibilities/families-and-children/programs-services/family-support-program/family-and-children-s-services)

**Department of Social Services, Families and Children Activity (FaC) Information**  
[dss.gov.au/our-responsibilities/families-and-children/programmes-services/parenting/families-and-children-activity](https://dss.gov.au/our-responsibilities/families-and-children/programmes-services/parenting/families-and-children-activity)

**Australian Institute of Family Studies (AIFS), Communities for Children Requirements and Information on Evidence-Based Programs**  
[aifs.gov.au/cfca/expert-panel-project/communities-children-requirements](https://aifs.gov.au/cfca/expert-panel-project/communities-children-requirements)

**Department of Social Services, Communities for Children Facilitating Partner Operational Guidelines**  
[dss.gov.au/communities-for-children-facilitating-partners-cfc-fp-operational-guidelines](https://dss.gov.au/communities-for-children-facilitating-partners-cfc-fp-operational-guidelines)

**Department of Social Services Data Exchange (DEX) Protocols**  
[dex.dss.gov.au/document/81](https://dex.dss.gov.au/document/81)



## Appendix A: Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and the adoption of the National Principles for Child Safe Organisations.

In response, the Australian Government introduced the Commonwealth Child Safe Framework, a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities and Commonwealth funded third parties.

All services funded under the Communities for Children Facilitating Partner activity must ensure activities conducted comply with the National Principles for Child Safe Organisations and other action for the safety of children, and relevant checks and authority. Under this clause, you are required to:

- submit an annual Statement of Compliance stating you have implemented the National Principles for Child Safe Organisations;
- complete an updated risk assessment to identify the level of responsibility for children and level of risk of harm to children;
- have an updated risk management strategy; and provide training and a compliance regime

It is the organisations responsibility to understand their requirements and evidence their compliance under the Framework.

Further information on the Framework and providers' obligations is available at [National Office for Child Safety](#) website and the [Australian Human Rights Commission's Child Safe Organisations](#)

## Appendix B: Glossary of terms

**Activity Work Plan:** A document that provides details on the activities that will be delivered to support and achieve the vision and priorities identified in the Community Strategic Plan.

**Communities for Children Facilitating Partners (CfC FP):** A Sub-Activity under the Families and Children Activity that aim to deliver positive and sustainable outcomes for children and families in disadvantaged communities throughout Australia. The FP is a non-government organisation with whom the Australian Government enters in to a grant agreement to manage and facilitate the CfC initiative for the service area. CfC FPs are place based and develop and facilitate a whole community approach to support and enhance early childhood development and wellbeing for children from birth to 12 years.

**Grassroots Partner:** An organisation or sole trader sub-contracted by the Facilitating Partner (FP) to deliver direct services or activities that meet outcomes identified in the Community Strategic Plan, or offers an innovative program for children birth-12 years and their families.

**Community Strategic Plan:** A document developed by the CfC FP and Communities for Children Committee and sets out a broad vision for the service area, identifying community needs, priorities and key outcomes.

**DSS Data Exchange:** The Data Exchange is the program performance reporting solution developed by the Department of Social Services (DSS) in consultation with organisations and clients, in response to the Australian Government's commitment to empower civil society organisations.

**Data Exchange Protocols:** The main operational manual for users of the Data Exchange.

**Evidence-Based Program:** Refers to specific programmatic activities and processes which, based on a review of available research and ongoing research efforts, appear to be related to positive outcomes for program participants. Identified evidence-based programs are on the Australian Institute of Family Studies.

**Outcomes:** Refer to what is ultimately achieved by an activity, as distinct from its outputs which relate to more direct or immediate objectives.

**Mission Australia:** A not-for-profit organisation who are the Facilitating Partner of Communities for Children Cairns south and Yarrabah