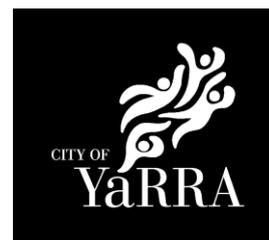


# Fitzroy Adventure Playground

## Program Grant

### 2019 -2022 Guidelines



#### Adventure Playgrounds

Adventure playgrounds differ from regular playgrounds as they offer beneficial risk-taking during supervised play. They are open during set hours and children are supervised by qualified staff and volunteers.

In the 1970s, adventure playgrounds were established in five sites in the inner metropolitan area of Melbourne to support public housing communities. The adventure playground in Fitzroy is located near the Atherton Gardens public housing estate.

The Fitzroy Adventure Playground has always been operated by a community committee of management or a not-for-profit organisation. The former City of Fitzroy and the City of Yarra have supported the playground since its inception.

Following cessation of funding by the Commonwealth in 2014, Yarra Council increased its level of subsidy to support operation of the Fitzroy Adventure Playground. This funding is due to cease in June 2019.

#### Fitzroy Adventure Playground Program Grant 2019-2022

Yarra City Council provides funding through different grant programs for not-for-profit organisations to help achieve the Strategic Objectives of the Council Plan.

The Fitzroy Adventure Playground Program Grant is established to provide up to three years of funding subsidy to a not-for-profit organisation towards the operating of the Fitzroy Adventure Playground and management of the site.

These guidelines describe how a group or organisation can access funding assistance from Yarra Council to manage and operate the Fitzroy Adventure Playground.

## Program objectives

The objectives of the Fitzroy Adventure Playground program are to:

### Partnership

Foster and develop a partnership between Council and a not-for-profit community organisation to manage the site and program at the Fitzroy Adventure Playground.

### Participation of school aged children

Encourage and support involvement and participation of school aged children and young people living in public housing in the program.

### Value

Provide a measurable, cost-effective and efficient means to deliver community outcomes in a transparent and accountable manner.

### Responsive service model

Provide a safe, well managed program for school aged children and young people that is relevant to their developmental needs and reflects collaborative relationships with families and other service providers in Yarra.

## Eligibility: Who can apply for this program grant?

A pre-eligibility assessment is conducted for all applications. Ineligible applications will not be assessed.

**Applicants must be a not-for-profit organisation either registered as a charity, public benevolent institution or have DGR status.**

In addition, applicants must also:

- Be an organisation located in Yarra and/or have at least 5 years' experience delivering programs in Yarra
- Provide an ABN
- Have answered all questions on the application form and provided all supporting material at the time the application submitted.
- Acknowledged they have read and understood terms and conditions of this grant program
- Have no outstanding debts to Yarra City Council
- Have acquitted any previous Yarra City grants
- Hold public liability insurance with a suitable level of coverage.
- Have successfully lodged their application before the advertised closing date.

Late applications will not be accepted under any circumstances.

### Who is not eligible to apply for this grant?

- Individuals
- Business and for-profit organisations.

## Key dates

<b>Program grant opens</b>	Wednesday 01 May 2019
<b>Council officers available for consultation</b>	01 May 2019 to 29 May 2019
<b>Applications close</b>	11:59PM Wednesday 29 May 2019
<b>Panel assessment</b>	Week commencing 3 June 2019
<b>Applicants availability for interview by panel</b>	Week commencing 3 June 2019

## How to apply

### Application process

1. Confirm your organisation's eligibility to apply
2. Discuss your application with the contact officer - Lisa Wilkins , Family Youth & Children Services Branch phone 9205 5472 or [lisa.wilkins@yarracity.vic.gov.au](mailto:lisa.wilkins@yarracity.vic.gov.au)
3. Consider the assessment criteria and prepare your application, including all supporting documentation
4. Login to Smartygrants <https://cityofyarrasmartygrants.com.au/> and complete your application.

### Using smartygrants

Applicants for the Fitzroy Adventure Playground Community Grant are required to submit their applications and supporting documentation using the online form.

The online form can be found on the following website <https://cityofyarrasmartygrants.com.au/>

Your application must be completed on line and returned to <https://cityofyarrasmartygrants.com.au> at any time to view your application, but once it is submitted it cannot be changed.

Applications should not be submitted until they are fully completed.

### Submitting your online application

Applications must be received by 11:59pm, Wednesday 29 May 2019

No late applications will be accepted.

Typed, emailed, faxed or hard copy applications will not be accepted

When you submit your application you will receive an automated email acknowledging that your application has been received with a copy of your application attached. This will be sent to the email used to register on Smartygrants. If you do not receive this email of receipt your application has not been submitted. City of Yarra staff cannot view applications that have not been submitted.

## Checklist (including information you must provide as part of your application)

- ✓ Consulted with Council's contact officer for this program grant
- ✓ Proof the applicant is a not-for-profit organisation either registered as a charity, public benevolent institution or have DGR status
- ✓ ABN
- ✓ Proof that your organisation is located in Yarra and/or has at least 5 years' experience delivering programs in Yarra
- ✓ Certificate of public liability insurance
- ✓ Child Safe Policy or Commitment Statement
- ✓ Site Management Plan
- ✓ Program Plan (or document showing proposed approach to programming)
- ✓ Evaluation Framework
- ✓ Budget

You can fill in the application on line and return to <https://cityofyarrasmartygrants.com.au/> at any time to view your application, but once it is submitted it cannot be changed.

Applications should not be submitted until they are completed and you are ready to hit the submit button.

When you submit your application you will receive an automated email acknowledging that your application has been received with a copy of your application attached. This will be sent to the email used to register on *Smartygrants*. If you do not receive this email of receipt your application has not been submitted. City of Yarra staff cannot view applications that have not been submitted.

## Assessment criteria

**Council will prioritise proposals that rate highly across the following criteria:**

Assessment criteria	What you should include in your application	Weighting
Site management	<p>A site management plan that demonstrates:</p> <ul style="list-style-type: none"> <li>(a) understanding of and capacity to comply with relevant Australian Standards</li> <li>(b) commitment to environmental sustainability in management of site</li> <li>(c) Experience in managing an adventure playground and/or site with outdoor playground and/or similar site</li> </ul>	25%
Organisational experience and commitment	<p>Organisational profile that demonstrates:</p> <ul style="list-style-type: none"> <li>(a) Experience in the provision of programs incorporating play and beneficial risk-taking for school aged children and young people from culturally and linguistically diverse backgrounds.</li> <li>(b) Evidence of organisational commitment to Child Safe Standards including how this translates into the program practise.</li> <li>(c) Evidence of commitment to environmental sustainability in organisation and service operations.</li> <li>(d) Demonstrated experience in staff and volunteer management and contemporary approaches to industrial relations.</li> </ul>	25%
Relevance	<p>Stated program approach or plan demonstrating</p> <ul style="list-style-type: none"> <li>(a) Clear aims, objectives and outcomes, including measures</li> <li>(b) Participation of school aged children and young people living in public housing in the local area</li> <li>(c) Delivery of a safe, well managed program relevant to developmental needs of school aged children and young people</li> </ul> <p>Evaluation framework</p> <ul style="list-style-type: none"> <li>(d) Documented approach demonstrating how the applicant will measure how well the program is being delivered and whether it is making satisfactory progress towards what it has set out to do.</li> </ul>	25 %
Value	<ul style="list-style-type: none"> <li>(a) Complete and realistic budget identifying how Council's subsidy will be expended and allowing for free entry to the playground during regular hours of operation</li> <li>(b) Capacity to promote and link participant's families with local and relevant human and community services.</li> </ul>	25 %

## Terms and conditions

### For all applicants

- This is a competitive grant program and the funding allocation is awarded on the merit of the application.
- The total funding available to this grant program is up to \$150,000 per annum (up to 3 years) and funding in years 2 and 3 is subject to Council's annual budget process.
- Council reserves the right to request further information in considering applications. If deemed necessary, applicants may be required to discuss or clarify their application with Council officers and/or provide further written information within a specified timeframe.
- Canvassing or lobbying of Councillors, council employees or independent assessors in relation to this grant program is prohibited. Lobbying or canvassing relevant officers may result in your application being deemed ineligible.
- For the protection of grant applicants and those involved in the assessment process, all Council officers and community members involved in the assessment process are required to declare their interest prior to assessing any grant applications or reviewing project evaluations and reports. The process ensures that a clear or perceived conflict of interest is promptly identified and addressed. In the event of a conflict of interest, the person will not participate in any discussion or decision relating to the nominated item(s) of conflict.
- A Council Report on the recommended funding allocation is presented to Council for their consideration. The decision to award the grant is made by Council and Council's decision is final. There is no appeals process.

### Successful applicant

The successful applicant must:

- Enter into a Crown Land lease with Yarra Council for the use of the Fitzroy Adventure Playground. Applicant is responsible for obtaining own legal advice if required.
- Use the grant funding for the stated purpose for which the funding was awarded unless further written permission has been obtained by Council before the program commences.
- Enter into a Funding and Service Agreement with Council (further information below)
- Demonstrate satisfactory performance and adherence to all grant conditions.
- Comply with all relevant State and Federal government legislation pertaining to the funded activity. Staff and volunteers working with children must obtain working with children checks.

### Funding and Service Agreement

- The Agreement must be completed, signed and returned by the specified date for the funding to be released.
- The Agreement
  - Establishes a collaborative partnership between Council and the applicant
  - Outlines the roles and responsibilities of Council and the applicant in the provision and use of funding allocated under the Agreement
  - Includes general funding Terms and Conditions and may include specific conditions relating to the delivery of the program funding.

### Insurance

The successful applicant must keep current during the period of the Agreement, a public liability insurance policy for a minimum of \$10 million and WorkCover insurance.

- The public liability insurance scheme insures Council and the recipient against all actions, costs, claims, charges, expenses, and damages whatsoever which may be brought or claim or claimed against them arising out of, or in relation to, the Fitzroy Adventure Playground.
- A copy of the Certificates of Currency must be provided to Council before commencement of funded program.

### Acquittal and Evaluation

This will be determined in the funding agreement but Council will require a yearly progress report through SmartyGrants and a final evaluation of the three year program within two months of the program's completion.

### Marketing

The funded applicant will acknowledge of Yarra Council's contribution and support in all publicity and written material produced for public distribution about the funded program at the Fitzroy Adventure Playground and also provide copies of promotional material.