



**CATHOLIC EDUCATION OFFICE
DIOCESE OF TOOWOOMBA**

PO Box 756
TOOWOOMBA Q 4350
Phone: (07) 4637 1400 Fax: (07) 4637 1499

DIVISION	S & SD
AUDIENCE [Primary, Secondary, Composite]	All Principals, Student Protection Contacts and CEO all Staff
PRIORITY [Urgent, For Information, For Response, for Competition]	For your information and action

CEO CIRCULAR – 041/2007

To: All Schools, CEO All Staff **File:** 716.2

From: Margaret Hendriks **Date:** 24 May, 2007

Pages: 7 Pages **Re:** P&F Student Protection Inservice &
Information about QLD Child Protection Week
Activities and Grants

Contact: Ian Hunter **Phone:** 4637 1409

Dear Principals

REMINDERS

- 1 **P & F Parents Information Session:**
Saturday, 2 June 2-4pm at Charnley Street. Task Force Argos will be presenting their Surf Safely Presentation for Parents. Please encourage your parents to attend. Contact - Paul Lynch 0439 782 877 or 4691 0003.
- 2 **All Staff Biennial Student Protection Inservice:**
9 July - for schools that have not already attended. Confirmation and final details will be forwarded shortly.
- 3 **Qld Child Protection Week:**
2-8 September, 2007. Schools are encouraged to make use of the Grants available for this week.

*Closing date for applications is Tuesday, 19 June.
Details following.*

National Child Protection Week 2-8 September 2007

Queensland Child Protection Week ACTIVITY GRANTS

Conditions of Application

What is National Child Protection Week?

'Take the Child Friendly Challenge'

A Child Friendly Community provides children with opportunities for optimal growth and development: socially, emotionally, culturally and spiritually.

Child Protection Week will be held 2-8 September 2007.

Child Protection Week promotes the belief that it is *everyone's* responsibility to make their community child friendly. This year the focus is on encouraging communities to make a positive difference to children's lives. Will you take the child friendly challenge and help create a community that is child friendly and free from child abuse and neglect.

Activities undertaken during child protection week should:

- Promote the theme of child friendly communities
- Actively include and involve children and young people
- Acknowledge and celebrate diversity in your community.

Example events or activities:

- I. Hold a competition inviting all children in the school to create a poster about what makes their community friendly for children
- II. Engage children and young people through the use of drama, music, dance or visual arts to share their vision of a child friendly Australia
- III. Raise awareness and promote child friendly events at places where community gather, for example at shopping centres, preschool, sporting groups, the doctors, or at a local community festival
- IV. Invite a speaker to talk to parents/carers and staff about the importance of children. Work together to develop strategies for enhancing children's wellbeing and development.

Use your community's imagination! Ask children, young people, parents and carers, child care services, schools, community groups, sporting associations and local business what activity you could undertake together to help celebrate and create a 'Child Friendly Australia'.

Child Protection Week is coordinated nationally by the National Association for Child Abuse and Neglect (NAPCAN) and, in Queensland, by the Child Protection Week Committee, comprising representatives from a range of government and non-government agencies concerned with child protection issues.

What are the Queensland Child Protection Activity Grants?

- In Queensland, grants of up to \$1000 are available to non-government organisations, community organisations and networks. Successful applicants may receive full or partial grants.
- The closing date for applications is Tuesday 19th June 2007. No late applications will be accepted.
- Submission may be made by email, fax or by mail.

- Successful applicants must ensure that the substantial elements of the event/activity are **completed** within National Child Protection Week **2-8 September 2007**. The exception to this is that the event/activity may be held in the **week prior** to National Child Protection Week.

Completing the Application Form

Who can apply?

- Examples of organisations **eligible** for funding under the Child Protection Week Activity Grants include:
 - Youth Centres, P & C/P & F Associations, Child Care Centres, Women's Centres, PCYCs, playgroups, Neighbourhood Centres, NGO's.
- Examples of organisations **ineligible** for funding under Child Protection Week Activity Grants are:
 - Government bodies e.g. Education Queensland, Queensland Health and Local Government bodies e.g. local city Councils
 - Those applying for funding for a project that has already commenced. Applications for funding will be considered for new and separate activities/events of existing projects
 - Those having a current Child Protection Week Activity Grant that has reached the acquittal stage, but have not provided a satisfactory performance report and income and expenditure statement.
- Organisations can only submit one application per funding round.

How to apply?

1. Organisation details

- Please provide the name and **contact details** of the organisation conducting the project. The **contact person** should be the person who knows most about the project. Please provide the contact person's business hours telephone number.
- If the activity organisation is a **branch** of a national or state-wide organisation (eg Scouts, PCYC), you may need to contact the head office for incorporation details and the accountable office bearer at national or state level may need to sign the application form.
- If your organisation is **unincorporated**, then you will need an auspice organisation. An auspice organisation is an incorporated body, which accepts the legal and financial responsibility for a project on behalf of an unincorporated group or organisation. Please provide details of the auspice organisation in the spaces provided.
- Please provide your **Australian Business Number (ABN)**. If you are unincorporated, please provide the ABN of the auspice organisation and whether they are registered for GST. If you do not have an ABN, please provide with your application form a completed Statement by a Supplier available from the Australian Tax Office (ATO) or available to download at <http://www.ato.gov.au/content/downloads/3346-62000.pdf>.
- The **Accountable Office Bearer/s** usually includes the Chairperson/President, Secretary and/or Treasurer of the incorporated body. If you require an auspice organisation, the Accountable Office Bearers are the Chairperson, President, Treasurer or Secretary of the auspice organisation. If your organisation is a branch of a national or statewide organisation, you may need to contact your head office for the Accountable Office Bearer's signature.
- Please indicate whether you have adequate **insurance coverage** (eg: public liability insurance) for the life of the project. If you do not have adequate insurance coverage, you will be ineligible for funding.

2. Name of activity

- **Name** of proposed Child Protection Week activity.

3. Overview of activity

- Please provide a **brief description** of your proposed project/activity/event and indicate how your project will work towards raising the awareness of child protection issues in your local community. Refer to application form for specific requirements.

4. Budget

- **Proposed budget** - please include total funding requested.
- Items that **may** be included for budget expenditure include:
 - Operating costs specifically related to the provision of the project eg. hire of premises, hire of equipment
 - Administrative expenses eg. postage, stationery, printing, telephone, insurance
 - Travel/transport costs eg. fares, taxi vouchers
 - Catering costs
 - Incidental expenses incurred by volunteers and staff in carrying out their work
 - Advertising and publicity costs for fostering community awareness and involvement.
- Items that **may not** be included for budget expenditure include:



NATIONAL CHILD PROTECTION WEEK 2007

'Take the Child Friendly Challenge'

Submission for Funding Queensland Child Protection Week Activity Grants 2007

Please refer to the Conditions of Application for assistance with completing your submission

1. Organisation details (or sponsoring organisation details)

***Funds are only provided to non-Government organisations and/or not-for-profit organisations.*

Name and registered address of the organisation and/or auspice organisation:

Postal Address:

Contact Person:

Telephone number:

Fax number (if any):

E-mail address (if any):

ABN:

Accountable office bearers of the organisation:

Title	Name	Position	Phone
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }

Does your organisation hold appropriate insurance? Please ensure that your public liability insurance covers the proposed event. Please specify the type of insurance cover held:

Yes No

Has your organisation successfully applied for a CPW grant before?

Yes No { FORMTEXT }

Year :{ FORMTEXT }	Amount:{ FORMTEXT }
--------------------	---------------------

2. Name of the proposed Child Protection Week activity:

{ FORMTEXT }

3. Overview of Activity:

Please write a statement to explain how your project will reflect the theme of National Child Protection Week 2007 in your local community. To be eligible for funding your submission must respond to the selection criteria outlined:

- Promote the theme of 'Take the Child Friendly Challenge'
- Actively include and involve children and young people
- Acknowledge and celebrate diversity in your community.

Include Information about:

- who will participate in the project/who the project is targeted at
- aim of the project
- brief description
- timeframes
- expected outcomes
- other relevant information

(Please attach additional sheets of paper if more room is needed)

{ FORMTEXT }

4. Proposed Budget

{ FORMTEXT }	{ FORMTEXT }
Total Funding requested	\${ FORMTEXT }

I have read and accept the Conditions of Application.

Name	Organisation Position	Date
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }

5. Lodging the Submission Form

Submissions can be made by email, fax or mail.

Attention: Child Protection Week Committee
PO Box 6295
Fairfield Gardens, Qld 4103

Email: cpwgrant@candk.asn.au

Fax: 3356 7976

For assistance in completing your application contact the Child Protection Week Project Officer Caitlin King on 3844 6414 or phone Mavis on 3364 6385, or Catherine on 3238 3211 or Holly on 5479 0755.

Closing date for applications is **Tuesday 19th June 2007**.

Applicants will be advised of the outcome of the submission in the week beginning 23rd July 2007.

For information on Child Protection Week go to www.childsafety.qld.gov.au

For promotional material including posters go to NAPCAN on www.napcan.org.au/