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Introduction

The Australian Early Development Census (AEDC) is a national population-based evaluation of child development in the first year of full-time schooling. AEDC data can help professionals working with children and families to think critically about how to effectively support children’s development.

The AEDC Tasmanian Project is providing funding for Action/Reflection projects/programs to assist organisations working in the early years to:

- develop a new program
- extend a present program
- document a current program.

The project is to acknowledge the strengths, but meet the needs, of children with ‘developmental vulnerability’ within your local community. The projects/programs will assist in raising awareness of the AEDC among early years’ stakeholders, and increase the utilisation of AEDC results in supporting children’s learning and development.

Background

The AEDC is a reliable measure of child development across five domains: Physical health and wellbeing; Language and cognitive skills; Social competence; Emotional maturity, and Communication skills and general knowledge. Professionals working with children and families are in a prime position to be proactive in putting the AEDC data into action by supporting and enhancing children’s learning and development.

The Australian Government works with state and territory governments, schools and parents to collect this important information. The AEDC is collected every three years in schools across Australia. The data collection was completed in 2009, 2012, 2015 and 2018.

Overview of Grants

The Australian Early Development Census (AEDC) 2018-2020 Tasmanian Project is providing financial assistance for projects/programs that involve, benefit and engage children and families—especially communities with relatively high levels of developmental vulnerability—responding to the AEDC with proactive ways of improving early childhood outcomes.
These guidelines outline eligibility, assessment criteria and the assessment process for the AEDC Grants projects/programs. All applications must comply with these guidelines.

<table>
<thead>
<tr>
<th>How much can your organisation apply for?</th>
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<tr>
<td>- up to $20,000</td>
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<td>- see page 7 for acquittal requirements</td>
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Project Eligibility

To be eligible to apply, organisations must be:

- incorporated or be a not-for-profit legal entity, or sponsored by an incorporated organisation or a not-for-profit legal entity
- based in Tasmania, or proposing to undertake a project in Tasmania.

To be considered, applications must:

- be for a project, or part of an ongoing program, that clearly shows sustainability of the project/program
- provide ‘in kind’ support
- appropriately acknowledge the AEDC support
- not duplicate or overlap with existing or similar activities and/or programs.

Ineligible Applications

Applications will be ineligible if they do not comply with the eligibility criteria listed above and if:

- the applicant has not fulfilled the conditions of a previous AEDC grant
- the project has potential to make significant profit and/or where other funding sources are considered to be more appropriate
- the application is for funding that will pay for:
  - ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of your organisation, including such things as staff costs, administrative and miscellaneous expenses. In the case of schools, this also
includes costs associated with the employment of teaching or support staff and/or the delivery of curriculum that is not solely attributed to the project.

- donations or fundraising projects which support the recurrent operations of the applicant
- retrospective payments or deficit funding
- funding of capital works, construction of, or improvements to, buildings
- funding for individuals, individual pursuits or external professional learning
- the purchase of equipment which is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.

Funding Exclusions:

- Projects that will be predominantly undertaken outside of Tasmania
- Projects where funding is more suitably sourced from another organisation
- Projects that produce a private benefit to a specific business or person(s)
- Individuals, for-profit businesses, and political parties
- Projects where the primary purpose is providing grants of financial assistance
- Projects that replicate services or programs that already exist within the community of interest
- Retrospective funding e.g. for costs already incurred before a grant deed is signed
- Ongoing operational costs
- Projects where the only outcome is a one-off event that does not provide long-term outcomes for children, families/carers and/or community
- Projects where the only outcome is an outing by bus or any other conveyance
- Construction or refurbishment of areas that will be leased or sub-leased to individuals or businesses for a commercial gain
- Prizes or gifts
- Purchase of property
- Scholarships
- Items or services that the applicant is contracted to provide
- Insufficiently defined items e.g. contingency, sundry and miscellaneous items
- Strategic, business or communication plans or feasibility studies or any other study that does not result in a direct outcome for children, families/carers and/or community
- Publication of books/other products to celebrate an anniversary of an organisation.

In past AEDC grants, more applications were received than there was capacity to support therefore, some worthwhile projects may not be funded, or may be offered partial funding.

Potential applicants are encouraged to discuss their proposal with the Tasmanian AEDC Coordinator early in the application process if clarification is needed.
How to Apply

All grant applications are to be made via the Tasmanian AEDC website: https://aedctasmania.smartygrants.com.au/2019 (via SmartyGrants).

Applications cannot be submitted by mail or email.

When you start your application you will need to register by setting up a username and password. You are able to start and save your application without completing it. Only completed applications will be accepted.

If you are having difficulty submitting your application, please email aedc@education.tas.gov.au or telephone the Tasmanian AEDC Coordinator on 03 6165 5708, for assistance.

Allow yourself ample time to submit your application online. No late applications will be accepted.

Key Dates for Applications

Grants Applications open: 29th April 2019
Grants round closes: 3rd June 2019
Expected announcement date: 5th July 2019
Assessment Criteria

Eligible applications will be assessed against the criteria listed below. Projects or programs do not need to meet all the following assessment criteria, nor is meeting all the criteria a guarantee of funding.

While applications can be submitted from organisations for projects/programs which have been funded previously, this does not automatically ensure continued grant support.

Each application will be assessed on individual merit and capacity to meet the following criteria:

- Be based on a demonstration of need (using AEDC data and other supporting evidence)
- Show how the AEDC has informed programs for the benefit of children and families in the early years
- Acknowledge the strengths but meet the needs of children with ‘developmental vulnerability’ within your local community
- Demonstrate partnership/s with key stakeholders
- Reference evidence-based best practice
- Increase awareness of the AEDC in local Tasmanian communities
- Create long term sustainable benefits for communities
- Be universal and/or targeted
- Have clear evaluation framework and reporting processes

Additionally, project participants must be prepared to:

- provide consent for the following details to be placed on the AEDC Tasmania website: organisation's name, amount approved, and a brief outline of the project
- write the project up as a community or school story to be placed on the AEDC website using provided format (up to 500 words)
- be filmed, with the possibility of the information being placed on Tasmanian educational websites
- be designated as an AEDC ‘local champion’.

Assessment Process

Assessment Panel Deliberation

The panel will assess each application on its merit, against the assessment criteria, and will meet to discuss the applications. Applications will be scored and assessed according to the criteria.

On the panel’s recommendation some applications may be offered partial funding. This decision is carefully considered with the view of maintaining the integrity of the proposal.

Recommendation to the Tasmanian AEDC Steering Committee

The Assessment Panel will make its recommendations to the Tasmanian AEDC Steering
Committee. The Committee will ratify the Assessment Panel recommendations. The decision of the Tasmanian AEDC Steering Committee will be final.

A brief summary of successful applications will be published on the Tasmanian AEDC website, detailing applicant names, approved funding and project overviews.

**Communication**

Applicants will receive automatic notification of receipt of application and notification of the assessment results. All applicants will be advised of the decision by email from the Tasmanian AEDC Coordinator of the Tasmanian AEDC Steering Committee’s decision.

**Successful Applications**

**Grant Agreement**

Successful applicants will be sent a Grant Agreement. In general, the Tasmanian AEDC 2019 Grants will not make an offer for substantially less than the amount requested in the application; however, where the full amount requested is unable to be provided, any lesser amount will involve consultation with the applicant at this stage.

Grants will be paid:

- Only on the provision of all required documentation
- On receipt of a tax invoice (inclusive of GST where applicable)

Applicants who do not meet their obligations under the Grant Agreement may not be eligible to apply for future grants.

Inability to comply with the Grant Agreement may result in cancellation of the Grant Deed of support.

**Acquittal**

Upon completion of the project, successful applicants will be required to acquit their grant, providing evidence of the execution of their project, expenditure and outcomes.

The acquittal form will be made available to successful applicants via SmartyGrants, and must be completed online within one calendar month of the project completion date. The acquittal report for Tasmanian AEDC Grants includes:

- A paragraph describing the funded activity, including any changes to the project that was outlined in your original application
- An assessment of the impact of your project (with particular reference to the objectives stated in your original application), including any unexpected outcomes
- Evaluation of the project, including if there was anything you would do differently
- Promotional material, e.g. posters, advertising (if applicable)
• Feedback from parents, community members
• Examples of the media coverage achieved, including media clippings and images where available (if applicable)
• Local community support and participation achieved, including evidence of community support
• Any other data collected by organisers as part of the project evaluation process
• Detail/Reconcile how the money was spent (itemised list).

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding and may be required to return the funds allocated to their project.

GST and Grants

If your organisation will incur a GST liability as a result of receiving the grant (only applicable if your organisation is registered for GST), please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, please submit an invoice equal to the amount of the grant only.

It is a requirement of the Australian Taxation Office that any payee (including incorporated organisations) who does not have an Australian Business Number (ABN) must complete a ‘Statement by a Supplier’ form. This must be submitted with your application.

Unsuccessful Applications

Unsuccessful applicants may discuss their application with the Assessment Panel Convener. If your application is not successful, the decision does not necessarily reflect the lack of significance or benefit of the proposal.
Contact Details

If you require assistance or need clarification, please contact us:

- **Email:** aedc@education.tas.gov.au
- **Phone:** (03) 6165 5708
- **Postal:** GPO Box 169, Hobart, Tas, 7001
- **Street:** Education, Performance and Review Department of Education Level 3, 75 Campbell Street, Hobart