

AUGUST 2025

Child Safeguarding Grants Program Guidelines



QUEENSLAND
Family & Child
Commission



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Aim of the program

The Queensland Family and Child Commission's Child Safeguarding Grants Program is part of the Commission's Child Safe Organisations Investment Strategy, where the Commission is providing funding grants to support organisations to meet their obligations under the [*Child Safe Organisations Act 2024*](#) (the Act).

This program will enable eligible applicants to apply for funding to develop capacity and capability in meeting their obligations within their sector or across sectors/regions.

Applicability

This guideline applies to all applicants for Round Two.

Definitions

<i>Child Safe Organisations Act 2024</i>	the Act
Queensland Family and Child Commission	the Commission
Child Safeguarding Grants Program	the program
Reporting entity	entities required to implement a Reportable Conduct Scheme under the Act
Reportable Conduct Scheme	the Reportable Conduct Scheme aims to improve the way institutions handle complaints about child abuse and child related misconduct

For more information about the Act, reporting entities and the Reportable Conduct Scheme, visit the Commission's [website](#).

Grant rounds

Round Two

Round Two has 2 grant categories.

- Grant category 1 – Sector specific capability and capacity building packages
- Grant category 2 – Capability and capacity building investment

Application open date	Thursday 14 August 2025 at 9.00am (AEST)	
Application close date	Sunday 14 September 2025 at 23.59pm (AEST)	
Project completion date	Category 1	1 June 2026, one month prior to the commencement of the first phase of the Reportable Conduct Scheme
	Category 2	Finalised and ready for delivery by 31 March 2026
Grant amounts	Minimum: \$10,000 Maximum: \$90,000	

What can be funded

Grant category 1 – Sector specific capability and capacity building packages

Objective: To build the capability and capacity of specific sectors or regions to primarily support the implementation of the Reportable Conduct Scheme

The Commission is committed to strategically investing in initiatives that enhance child safety across the range of sectors and regions. The Commission is aware that some sectors and regions are more likely than others to have the capacity, focus, and centralised-leadership available to implement the necessary governance, training and processes to comply with the scheme. Through this program the Commission will fund specific sector capacity building activities to bodies who are best placed to uplift capability and capacity within a specific sector or regional area.

This grant category will:

1. Provide key capability building content for their sector organisations and/or regions to assist them build their internal culture and processes in compliance with the Act, with a particular focus on the Reportable Conduct Scheme.
2. Enable successful applicants to understand their obligations regarding the Act, including reportable conduct, and to create the necessary capability, policies, processes and systems to meet these obligations.
3. Embed the local voices of children, First Nations people and other diverse communities in child safeguarding content development, practice and service improvements.
4. Build understanding amongst the local community or sector of the actions being taken to safeguard children in organisations and the places and spaces where they spend time.
5. Assist organisations within their sector and/or region to undertake change management processes to centre child safeguarding within their structures, policies and operations.
6. Assist organisations to get extra assistance if needed (i.e. point them to the resources available, how to connect with like entities, how to draw on national and interstate materials).
7. Ensure sectors continue to translate the Child Safe Standards and Universal Principle to their specific sector.

Grant category 2 – Capability and capacity building investment

Objective: To improve the content of existing child safeguarding programs with broad reach across child safe organisations/sectors

The Commission is committed to strategically investing in initiatives that enhance child safeguarding using proven methods and networks. The Commission is aware that existing safeguarding training and outreach program providers have established networks and strong partnerships with child safe organisations and are well placed to reach a broad range of organisations.

Through this program the Commission will fund specific child safeguarding training and outreach program providers to ensure their current outreach programs and training packages incorporate the requirements of the Act.

This grant category will:

1. Provide key capability building content for their sector organisations to assist them build their internal culture and processes in compliance with the Act.
2. Enable successful applicants to translate the child safe standards and universal principle and reportable conduct scheme to their partners and networks.
3. Assist organisations within their reach to understand how the Act fits into existing Queensland laws and best practice child safeguarding approaches.

Eligible applications

To be eligible to apply for any of the grant categories, you must meet the below criteria.

1. You must be legally registered in Australia.
2. You must be one of the following entity types:
 - a. incorporated or registered under an Act of Parliament
 - b. a proprietary or public company limited by shares
 - c. a company trust where the shareholders are not individuals, or
 - d. an Incorporated Association.
3. In addition, you must also:
 - a. have an active ABN
 - b. have operated for a minimum of one year in Queensland
 - c. have a Queensland headquarters or a business location in Queensland
 - d. not be insolvent or have owners/Directors that are an undischarged bankrupt
 - e. have a bank account in the entities' name, and
 - f. be able to demonstrate that the majority of your work involves provision of services and/or facilities for the use of children and/or supports the operation of businesses that do.

Ineligible applications

You are not eligible to apply if you are:

- a Commonwealth or state government department or statutory authority
- a government owned corporation
- a local government entity – see caveat in Joint (consortia) applications section.
- an international entity
- a sole trader – see caveat in Joint (consortia) applications section
- an unincorporated association, or
- an individual.

Joint (consortia) applications

The Commission recognises that some organisations may want to work together as a group to deliver a grant activity. In these circumstances, a 'lead organisation' must be appointed. Only the lead organisation can submit the application form and enter into a grant agreement. The application must identify all other members of the proposed consortium.

Organisations included on the National Redress Scheme's list of 'Institutions that have not joined or signified their intent to join the Scheme' will not be eligible to be members of a consortium arrangement. In your consortia statement you must confirm this requirement for all partner organisations.

Lead organisations should ensure they have written agreement from member organisations to collaborate on the project. These may be requested as part of the assessment process.

There must be a formal arrangement in place with all parties prior to the execution of the grant agreement. A copy of this agreement will be requested as an addendum to the grant agreement.

Local government and sole trader eligibility

Whilst local government entities and sole traders are not eligible to apply for grants as a 'lead organisation', the Commission recognises the value that these entities can provide to the successful delivery of projects. The Commission therefore welcomes the inclusion of local government entities and sole traders as subordinate project delivery partners who can contribute to successful implementation of your project.

Successful grant recipients can also contract the services of sole traders to assist them in delivering their projects, depending on the skills, knowledge and expertise that are required for successful implementation.

Eligible projects and activities

Eligible activities

Applications can be made for:

- events/workshops/seminars
- training, coaching and/or micro-credentialing relevant to the funding stream and tailored to a particular sector and/or region
- resource development – including design, publications and printing
- ICT – inclusive of new data, record-keeping and/or reporting systems
- consultancy services – engaging fee for service experts in the sector/child safeguarding/investigations to build organisational/personnel capacity and compliance
- increasing youth leadership and/or volunteer knowledge and capacity.

This list is not considered to be exhaustive or indicate any order of priority. You should refer to the objective and purpose of the grant category to determine if your proposed activity aligns.

You can't apply for funding to cover:

- organisational operating costs – exemptions to this rule are detailed below
- extensions, upgrades or purchases of facilities, equipment, vehicles or any other capital expenditure
- conducting assessments and developing plans for capital expenditure
- purchase of alcohol, gifts or prizes in the case of an event/workshop
- domestic or international conference registration fees and associated travel and accommodation charges
- activities which have already commenced
- the cost of Blue Cards or police checks for staff or volunteers
- training courses which relate to business-as-usual activities or are focused on tertiary child protection or services which are not within scope of the Reportable Conduct Scheme, Child Safe Standards or Universal Principle
- activities which focus on children as the recipient, except for engagement with children to inform implementation of the Reportable Conduct Scheme, Child Safe Standards or Universal Principle
- activities or programs that could diminish, or be seen to diminish, public confidence in the Commission's ability to perform its duty impartially on behalf of the State of Queensland
- activities or programs that have the potential to reflect negatively on the Commission, the Queensland Government or damage the government's reputation.

You can only spend the grant funding on eligible expenditure you have incurred on eligible grant activities.

Eligible expenditure items

Eligible expenditure items include:

- staff salaries and on-costs that can be directly attributed to the provision of the funded grant activity
- training for paid and unpaid staff, including committee and board members, that is relevant, appropriate and in line with the grant activity
- venue hire, insurance, catering, marketing and promotion for events, seminars and workshops
- up to 15% of the grant can be used for administration expenses that can be directly attributed to the provision of the funded grant activity, such as telephones, computers, website, software, utilities, postage, stationery and printing, accounting and auditing, as well as the costs related to project planning, consultation, and monitoring
- costs of suppliers, consultants, specialists/experts and contracted labour undertaking eligible project activities
- compensation to participants in engagement activities relevant to the project.

For your expenditure to be eligible, it must be incurred on your grant activities between the start and end/completion date of your grant agreement.

You cannot use the grant for the following activities:

- cross-subsidisation of existing programs or initiatives run by your organisation
- subsidising general ongoing administration of an organisation such as electricity, phone and rent not directly attributed to the activity being delivered as part of the grant agreement
- existing activities that may be considered the day-to-day corporate activities of your organisation (for example, updating your website)
- training courses which relate to business-as-usual activities or are focused on tertiary child protection or services which are not within scope of the Reportable Conduct Scheme, Child Safe Standards or Universal Principle.
- Blue Cards or police checks for staff or volunteers, regardless of whether they have contact with children
- activities or programs that cannot be completed before the activity end date of the grant agreement
- purchase of land, major capital expenditure or major construction/capital works or to conduct assessments and draw up plans for such works
- cover of retrospective costs before the commencement of the grant agreement
- costs incurred in the preparation of a grant application or related documentation
- overseas travel or activities or programs that will be completed outside of Australia
- costs to attend and travel to conferences
- activities or programs that are likely to contribute to racial, religious or cultural intolerance or that are otherwise contrary to the Child Safe Standards and Universal Principle
- activities or programs that could diminish, or be seen to diminish, public confidence in the Commission's ability to perform its duty impartially on behalf of the State of Queensland
- activities or programs that have the potential to reflect negatively on the Commission, the Queensland Government or damage the government's reputation.

Application process

Submitting your application

Applications must be submitted through the [SmartyGrants portal](#) by the deadline. Late submissions or applications sent by email will not be accepted.

Organisations can only submit one grant application. If multiple applications are submitted, the latest accepted application will progress.

When applying for a grant, you will be asked to provide information about your organisation, including its role within your sector and its capacity to lead and deliver the proposed project.

You will need to outline the details of your project, including how it aligns with the objective of the funding stream. Consideration of cultural safety will be an essential component, ensuring your approach is inclusive and responsive to the communities you serve.

You will also need to detail key project milestones, anticipated outcomes, and how your project will contribute to long-term capacity building and sustainability within your sector.

To help the Commission understand where your project will be delivered, you will be required to indicate whether it will provide a Statewide benefit or specify the region(s) that will benefit. To assist in identifying the relevant regions, please refer to the Department of Families, Seniors, Disability Services and Child Safety's [regional boundaries map](#).

By providing a well-structured and evidence-based application, you enhance your organisation's ability to secure funding and deliver meaningful change.

What makes a strong grant application?

A strong application will demonstrate clear planning, a realistic implementation strategy, and a framework for evaluating success and impact. This includes explaining how you will measure effectiveness, collect data, and use findings to inform future work.

A competitive application clearly demonstrates how your project aligns with the grant objectives and delivers meaningful impact, benefitting child safeguarding and the implementation of the Reportable Conduct Scheme, Child Safe Standards and the Universal Principle in Queensland.

Strong applications:

- answer the questions in the application form: Clearly respond to all required sections, providing evidence to support your claims.
- demonstrate need & impact: Show why your project is necessary and how it will drive meaningful change.
- have a clear implementation plan: Outline a realistic timeline, key activities, and achievable outcomes. Use the project plan template provided.
- showcase partnerships and collaboration: Leverage sector relationships and existing initiatives to enhance reach and effectiveness.
- centre the voices of children and First Nations people within the project to ensure it will contribute to improving the safety, wellbeing and cultural safety of children and their families.
- provide a transparent budget: Ensure your budget is detailed, justified, and aligned with the project goals and identify any in-kind contributions to demonstrate the value that your organisation places on improving the safety, wellbeing and cultural safety of children and their families.

A well-prepared application strengthens your chances of securing funding and sets your project up for success.

To assist you with preparing a strong application, the Round One selection Panels observed that the successful applicants:

- clearly demonstrated a deep understanding and appreciation of the Child Safe Standards and Universal Principle
- provided clear consideration about how to embed the Universal Principle as part of their project, and how to appropriately engage with and remunerate cultural advisors
- proposed projects that maximised their reach beyond their own organisation
- demonstrated strong alignment with the grant objectives
- detailed how existing resources, networks or relationships would be leveraged
- clearly demonstrated how knowledge or improved practice would be sustained over time
- proposed a clear approach to evaluating the impact of their project using multiple measures and embedding this into an approach for continuous improvement.

What documents need to be submitted as part of your application?

The application process will require you to submit attachments, including:

1. Project plan (template supplied): detailing key milestones, activities, resources, timeframe for delivery and risk management plan and a detailed budget which provides a breakdown of specific income and expenditure related to the grant funds
2. Statement of personnel capability
3. Statement of support from First Nations community members agreeing to participate in consultation/knowledge sharing/engagement activities **if** your project plan states that you intend to involve them in the work you are planning to deliver.

Support to develop your grant application

Information about developing and submitting applications can be found on the SmartyGrants portal and the Commission's website.

The Commission will discuss and advise on eligibility criteria and the proposed project's content with an applicant. The Commission may choose to supply more assistance if the applicant is deemed to be from a high priority sector or region. The Officer who provides support must document the advice provided and declare a conflict of interest with the applicant in the assessment period and not assess/discuss/moderate the application.

The Commission may also hold a webinar for interested organisations at the beginning of the grant period. This will be recorded and posted on the Commission's website during the application period.

Late applications

Late applications will not be accepted unless you have experienced exceptional circumstances that prevent the submission of the application.

Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits, in accordance with probity principles, any considerations relating to funding availability for the overall grants program, and adverse impact on other grant applicants.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a request via email to csogrants@qfcc.qld.gov.au. The request should include their application number and a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

Requests for a late application must be made within three (3) days of the grant opportunity closing, unless otherwise specified. The Commission will determine whether a late application will be accepted and advise the applicant of the decision. The decision will be final and not be subject to review or appeal.

Please note: only applications that have been started in SmartyGrants and which have a SmartyGrants generated application number will be considered.

Privacy

The Commission will collect information about applicants to assist in the assessment and management of grant funding. This information will only be accessed by authorised person/s of the Commission. Information may be made available to other areas of the Commission for the purposes of correspondence, notification, marketing and promotional activities. Information will not be disclosed to any other parties unless authorised or required by law.

The Commission may contact applicants and/or identified referees for more information. Details of successful applications may be provided to Members of Parliament and used in promotional material including media releases, annual reports and brochures and on relevant Queensland Government websites.

All information will be stored, accessed and used in accordance with the provisions of the *Information Privacy Act 2009* and the permissions granted by applicants as part of the application process.

The Commission will keep any information in connection with the grant agreement confidential to the extent that it meets all of the following conditions:

1. The recipient clearly identifies the information as confidential and explains why it should be treated as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to the recipient's organisation or someone else.

Assessment process

Once all grant applications are received, the Commission will:

1. Conduct a preliminary assessment against all applications based on the eligibility and assessment criteria.
2. All applications that are judged to have met both the eligibility and assessment criteria will be ranked to inform the deliberations of the grant selection panels.
3. The panels will be made up of senior and executive leaders of the Commission along with a representative from an external government department who will assess the application against the assessment criteria and determine if the project represents value for money.
4. The panels will make final recommendations to the decision maker.
5. All successful grant applications will be approved by the decision maker in accordance with our financial delegations. For the Child Safeguarding Grants Program, the decision maker will be the Principal Commissioner.

Assessment criteria

Grant applications will be assessed on the criteria below.

Grant category 1

1. **Maximum reach and impact (weighting: 30%):** Funding will be awarded to proposals that maximise the reach and impact of capacity-building efforts across as many reporting entities as possible. Initiatives should aim to serve multiple reporting entities as defined in the Act, with preference given to projects that engage the sectors which will require the most support to comply with the Reportable Conduct Scheme and establish the reporting systems required under s30 of the Act.
2. **Leveraging existing resources and relationships (weighting: 20%):** Projects that leverage existing materials, networks, and relationships within the child safeguarding sector will be prioritised. Applications should clearly outline how they will incorporate and build upon existing tools, training materials, and partnerships to enhance the initiative's effectiveness and avoid duplicating resources.
3. **Efficient and sustainable capacity building (weighting: 25%):** Proposals must emphasise sustainable capacity-building approaches, such as the development of permanent training materials/online modules, resources, and systems that can be accessed and utilised repeatedly over time. Projects focused on creating lasting solutions, rather than one-off events or workshops, will be prioritised to ensure long-term impact.
4. **Support for cultural safety (weighting: 15%):** Applications should promote the right to cultural safety for Aboriginal and Torres Strait Islander children.
5. **Innovation in approach (weighting: 10%):** The Commission will also consider innovation in capacity building. Applications that demonstrate unique approaches to implementing the reportable conduct scheme, including use of technology to improve efficiency or effectiveness in supporting compliance, will be welcomed.

Grant category 2

1. **Maximum reach and impact (weighting: 20%):** Funding will be awarded to proposals that maximise the reach and impact of capacity-building efforts across as many organisations as possible. Initiatives should aim to serve multiple organisations or sectors, with preference given to projects that engage a broad range of stakeholders and deliver scalable benefits across Queensland.
2. **Leveraging existing resources and relationships (weighting: 20%):** Projects that leverage existing materials, networks, and relationships within the child safety and protection sector will be prioritised. Applications should clearly outline how they will incorporate and build upon already available tools, training materials, and partnerships to enhance the initiative's effectiveness and avoid duplicating resources.
3. **Efficient and sustainable capacity building (weighting: 20%):** Proposals must emphasise sustainable capacity-building approaches, such as the development of permanent training materials, resources, or online modules that can be accessed and utilised repeatedly over time. Projects focused on creating lasting resources that can be easily maintained and updated, rather than one-off events or workshops, will be prioritised to ensure long-term impact.
4. **Support for the Universal Principle (weighting: 25%):** Applications with a strong focus on the Universal Principle and building cultural safety will be prioritised.
5. **Innovation in approach (weighting: 15%):** the Commission will also consider innovation in capacity building. Applications that demonstrate unique approaches, including use of technology, to improve efficiency or effectiveness in supporting compliance with the reportable conduct scheme and the child safe standards, will be welcomed.

Application outcomes

The Commission will write to all applicants to advise of the outcome.

The decision maker's decision is final in all matters, including the:

- approval of the grant
- grant funding amount to be awarded.

There is no appeal mechanism for decisions approving or not approving a grant.

Announcement of grants

Successful grant activities will be listed on the Commission's website.

The Commission reserves the right to publish details of funded grant activities in the Commission's newsletter, annual report and social media channels.

Feedback on applications

A feedback summary will be published on the Commission's website to provide organisations with information about the selection process and the main strengths and areas for improving applications.

Individual feedback will not be provided.

Further opportunities

If there are not enough suitable applications to meet the program's objectives, the Commission may approach organisations directly and invite them to apply through a relevant targeted competitive or closed non-competitive selection process.

If an application is not approved for funding and you still want funding, you can submit a new application in future grant rounds.

Successful applications

If your grant application is successful, we will contact you to proceed with the funding stage. We may outline additional conditions or request further information before any funds can be released.

Enquiries

General enquiries

If you have questions about the grants program or whether a proposed activity or expenditure is eligible, you can contact the Child Safeguarding Grants team by emailing csogrants@qfcc.qld.gov.au.

Questions during the application process

If you have any questions during the application process, you may contact the Commission's Child Safeguarding Grants team by emailing csogrants@qfcc.qld.gov.au.

Questions will be responded to within five (5) working days.

The question period will close on Wednesday 10 September 2025 at 5.00pm.

If your question relates to issues with the SmartyGrants portal you must contact the SmartyGrants support team by emailing service@smartygrants.com.au.

Following the question period closure, only questions about using the portal or submitting the application form will be answered by the SmartyGrants support team service@smartygrants.com.au.

Managing your grant

Once you have received your grant funds and commenced your activities, the Commission is here to support you to manage your grant effectively and ensure compliance with reporting requirements. If you have any questions about reporting requirements, email csogrants@qfcc.qld.gov.au.

Complaints

The Commission's complaints procedures apply to complaints about the Child Safeguarding Grants Program. All complaints, including grant decisions, must be made in writing. Learn more about making a complaint on the Commission's [website](#).

For information about how the Commission handles complaints, read about the Commission's [Complaints Management System](#).