

Youth Engagement Grants Program

National Youth Week Grants Guidelines

Overview of the Youth Engagement Grants Program

The Northern Territory Government believes that young people are not only our investment in the future, but are an important part of what makes the Territory a vibrant and dynamic place.

Government is committed to providing positive opportunities for all young Territorians to access suitable programs and activities. One way this can be achieved is through the Youth Engagement Grants Program.

The Office of Youth Affairs (OYA) administers the Youth Engagement Grants Program. The program aims to assist young Territorians to access a variety of youth-related events and personal development programs and activities. Young people are involved in the planning, staging and evaluating of activities that reflect their needs and interests.

There are mini grants (up to \$500) and major grants (\$501 to \$2,000) available to individuals, groups, clubs, organisations, and businesses throughout the Northern Territory for youth related activities. To receive a major grant applicants must be incorporated or have the support of a sponsoring body that is incorporated.

The following grants are available under the program:

- National Youth Week Grants
- Youth Vibe Holiday Grants
- Quick Response Grants (up to \$500 only)

National Youth Week Grants

NYW is an annual event held in April each year, in 2012 NYW will run from 13-22 April. NYW provides young Australians with the opportunity to express ideas, raise concerns and act on issues. It encourages the community to take notice of young people and celebrate the positive contribution they make.

The theme for NYW has always been *to celebrate and recognise the value of all young Australians to their communities*. All NYW activities aim to reflect this theme and encourage the participation of young Australians in this annual event. Each year a new slogan and design are developed to reflect the event and maintain relevance to key audiences and stakeholders. The theme for NYW 2012 is *Imagine. Create. Inspire*.

NYW is a joint Australian Government, state, territory and local government initiative. The Office of Youth Affairs in the Department of the Children and Families manages this initiative and represents the Territory in consultations with other jurisdictions.

These grant guidelines have been prepared to help you complete the National Youth Week Grants application form. Remember, if there is anything that is unclear for you in the application form, or you want to discuss the grants program in general, please call OYA for further information on 8999 3881 or Freecall 1800 652 736.

Grant criteria

There are two categories of grants available:

Drug and Alcohol Free Entertainment

Purpose: To provide financial support for young people, community groups and organisations, which will enable young people to plan, organise and participate in a variety of drug and alcohol free activities.

Who can apply? Young people, community groups and organisations.

Youth Development/Leadership

Purpose: To provide financial support to young people, community groups and organisations to increase the access of young people to personal and community development programs.

Who can apply? Young people, community groups and organisations.

What the National Youth Week Grants can fund

- Purchase of equipment (max \$500 requires two quotes) where the equipment is to be used for the funded activity and continued to be used for ongoing community services (The equipment must be purchased under an ABN);
- Exciting, creative ideas, which provide safe and secure entertainment opportunities for young people, aged 12 - 25 years;
- Programs which encourage the development of skills and attributes such as self-esteem, co-operation and trust;
- Projects which involve young people at all levels;
- Projects which are supported by and involve the local community;
- Wages or salaries for course providers (e.g. instructors, DJ's, facilitators) which do not exceed 25% of the value of the grant. **Please note** that this does not include wages or salary paid to your organisation's staff during usual core business hours; and
- Fun!

What the National Youth Week Grants can't fund

- Organisations/individuals outside of the Northern Territory (unless the activity benefits the young people of the Northern Territory);
- Working with Children Check; Events/Activities that the facilitator does not possess an Ochre Card or an Exemption Authority.
- Project/activities that fall outside of the dates for National Youth Week;
- Equipment purchase that does not directly relate to the delivery of the project/activity for which funds are being applied;
- **Projects or activities where the grant requested comprises of less than 25% of the total cost;**
- Events that do not have a specific youth focus;
- Payment of membership fees;
- Commercial or business activities (to make a profit);

- Fundraising or charitable activities;
- Programs or activities, which are political or discriminatory against another, based on their gender, culture, religion or marital status; and
- **Projects that the Grants Panel considers:**
 - **Do not represent value for money**
 - **Do not reach a broad or diverse enough target group**
 - **The responsibility of other funding bodies or government agencies.**

Eligibility criteria

To be eligible for the National Youth Week Grants funding, organisations and young people must meet the following criteria.

1. **Organisations must be a legal entity under the *Associations Incorporation Act*:** Grant funding must be awarded through a legally incorporated organisation. The department may request a copy of the organisation's certificate of incorporation before accepting a grant application.
2. **Young people must be sponsored by a legal entity under the *Associations Incorporation Act* (for major grants only):** Young people may have an incorporated organisation act as the sponsoring body of the project. A sponsoring body is an incorporated body that accepts the legal and financial responsibility for a project on behalf of the unincorporated group. Again, the department may request a copy of the sponsoring organisation's certificate of incorporation before accepting a grant application.
3. **Acquittal of past grants:** Any previous grants awarded to you by this department must be fully acquitted. Organisations that have not met previous acquittal requirements will not be eligible for funding.
4. **Application form fully completed:** Applicants must provide full details of proposed projects, including a detailed budget.

Selection criteria

There are always more applications than funds available and the competition is strong. The selection process determines the degree to which the project meets the selection criteria. The department cannot guarantee to fund the full amount requested, or to fund an organisation or young person that has been previously successful in obtaining a grant.

The department will assess all submissions against the eligibility and selection criteria, and will also consider local needs and existing service delivery programs. Funding will also be distributed to ensure an equitable regional spread of projects across the Northern Territory. The assessment panel will be guided by the information contained in your application, particularly on how you demonstrate key youth engagement outcomes. Preference will be given to applications from organisations that clearly demonstrate the following:

- Consistency with the guiding principles for service delivery to young people as outlined in *Building a Better Future for Young Territorians*.
- Demonstrate opportunities for young people to develop and enhance skills and knowledge that enable them to engage effectively in their communities.
- Commitment and ability to involve young people in the planning, development, implementation and evaluation of proposed projects.

- Policies and procedures that demonstrate a commitment to building positive and safe environments for young people.
- The activity fits into the theme of National Youth Week.

Selection process

The following selection process is used to determine the order of merit for funding.

1. **Initial assessment:** Applications will initially be looked at to ensure that all questions have been completed and the application meets the eligibility criteria.
2. **Advice from assessment panel:** Following initial assessment, all eligible applications are considered by an assessment panel. This panel reviews eligible applications and recommends to the Minister for Young Territorians those projects that clearly demonstrate significant youth engagement outcomes and what the level of funding should be.
3. **Final decision:** The Minister for Young Territorians considers the recommendation and has the final say on successful applications.
4. **Notification:** All applicants are notified in writing of the outcome of the selection process.

Conditions of funding

Grant recipients must abide by the following conditions:

- Grant recipients will enter into a funding agreement before the grant can be deposited into a bank account. It is important to remember that when the funding agreement for the grant is signed, successful applicants will be legally obliged to complete the activity.
- If the activity does not occur within the timeframe agreed in the funding agreement, the funding must be returned to the department. A change of date or venue may be considered but must be negotiated with the department in writing prior to the original date of the event.
- Upon completion of the activity, mini grant recipients (up to \$500) must provide a written evaluation report and copies of any promotional materials. This information is needed six weeks following the date of the event.
- Upon completion of the activity, major grant recipients (\$501-\$2,000) must provide a written evaluation and financial acquittal report. This information is needed six weeks following the date of the event. This report must be signed by an official office bearer of the incorporated body or sponsor body to certify that the funds have been expended on the specified funded project, and include a detailed breakdown of all income and expenses. This is an important part of the grants program as it ensures that Government funds are spent appropriately. It also enables the department to measure the effectiveness of youth engagement grant funding and helps plan future activity.
- Grant recipients will be responsible for promoting and advertising the activity, which must also acknowledge Northern Territory Government sponsorship. The Northern Territory Government logo can be provided for this purpose.
- Grant recipients will be solely responsible for the success of the activity.
- Grant recipients will acknowledge that the department accepts no responsibility for the activity, irrespective of the funding provided to support the activity.

- Grant recipients may be required to have, and keep in place, a public liability insurance policy with a recognised insurance provider. You may be asked to produce a copy of the policy within 14 days of a request to do so.
- If the activity involves a public event, grant recipients have a legal and moral obligation to plan properly to avoid risks of injury that might reasonably be expected to occur to the patrons and workers at those events. If you do not plan properly, then anyone injured could be successful in any legal action taken against the organisers.
- Grants may be subject to tax under the provisions of the *Income Tax Assessment Act*. Tax is the responsibility of the grant recipient.

Privacy notice

The Office of Youth Affairs (OYA) is collecting the information on this form to ascertain whether or not your application meets the Youth Engagement Grants criteria. If you do not provide all the information requested, OYA may be unable to process your application for funding.

Should this application be successful, some of the information in this application form will be provided to the Office of the Minister for Young Territorians, Department of Children and Families (DCF), media organisations, youth organisations, local governing bodies and young people for the purpose of promoting and reporting on your activity. Information will be distributed via press releases, promotional material on the youth and DCF websites, and other departmental publications.

The personal information you provide is able to be accessed and corrected if necessary by you or your nominated representative by application or request to OYA. If you have any queries, please telephone the Office on 8999 3881, email oya@nt.gov.au or by post to PO Box 40596, CASUARINA NT 0811.

Lodging submissions for funding

All submissions must be lodged with the department by the advertised closing date. Late submissions may not be accepted.

An application form for the National Youth Week Grants is available from the Government's youth website www.youth.nt.gov.au.

Should you need more information to help you in preparing your funding submission, please telephone 8999 3881, free call number 1800 652 736 or email oya@nt.gov.au.

Submissions should be clearly marked "National Youth Week Grants" and forwarded via:

Post:	Hand delivery:
Youth Engagement Grants Project Officer Department of Children and Families PO Box 40596 CASUARINA NT 0811	Youth Engagement Grants Project Officer Department of Children and Families Level 1, Darwin Central Office Suites 21 Knuckey Street DARWIN NT 0800
Fax: (08) 8941 5291	Email: oya@nt.gov.au