

Youth Engagement Grants Program

Quick Response Grants Guidelines

Overview of the Youth Engagement Grants Program

The Northern Territory Government (NTG) 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 evaluation 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)

Quick Response Grants

The Quick Response Grants aim to assist young Territorians to access a variety of youth initiated events and personal development programs.

These grant guidelines have been prepared to help you complete the Quick Response 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 Free call 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 Quick Response Grants can fund

- 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 Quick Response 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.
- Events that do not have a specific youth focus;
- Payment of membership/registration fees;
- Commercial or business activities (to make a profit);
- Fundraising or charitable activities;
- More than four applications from individuals to participate in the same event/activity;
- Purchase of capital equipment (e.g. electronic equipment such as TVs and stereos, computers etc);
- Programs or activities, which are political or discriminatory against another, based on their gender, culture, religion or marital status;
- Projects that the Manager of the OYA considers:
 - Do not represent value for money
 - The responsibility of other funding bodies or government agencies
- Projects where it is contributing to a larger fund raising effort; and
- More than one application from an individual within the same financial year.

Eligibility criteria

To be eligible for the Quick Response 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. **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; and
3. **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. Assessment 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 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; and
- Policies and procedures that demonstrate a commitment to building positive and safe environments for young people.

Selection process

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

1. **Assessment:** Applications will be assessed by the OYA to ensure that all questions have been completed and the application meets the eligibility criteria. The Office then recommends to the Manager, OYA, those projects that clearly demonstrate significant youth engagement outcomes and what the level of funding should be;
2. **Final decision:** The Manager considers the recommendation and has the final say on successful applications; and
3. **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, Quick Response Grant recipients must provide a written evaluation report and copies of any promotional materials. This information is needed six weeks following the date of the event;
- Grant recipients will be responsible for promoting and advertising the activity, which must also acknowledge NTG sponsorship. The NTG 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; and
- Grants may be subject to tax under the provisions of the *Income Tax Assessment Act*. Tax is the responsibility of the grant recipient.

Benefits for the Office of Youth Affairs

The OYA within the Department of Children and Families actively seeks opportunities to promote its programs to Northern Territory communities. Documenting opportunities for such promotion will benefit a grant application. Logo exposure opportunities for the Office and/or the department should not be considered the only benefit of sponsorship.

The following list of opportunities is provided as a guide only to assist with proposal development. The list provides examples of opportunities of interest to the department.

- Naming rights to the initiative or a component of the initiative (for activities we fully fund);
- Onsite information facility – exhibition stand;
- Promotion of our key messages through media – interviews and community service announcements that align with our strategic objectives (not just logo exposure);
- Provision of information materials and/or internet content; and
- Speaking opportunities for representatives of the department.

Privacy notice

Should an application be successful, some of the information in the application form may be publicly released for the purpose of promoting and reporting on the event. Information may be distributed via media releases issued by the Minister for Young Territorians, promotional material developed by the department and through government websites.

Lodging submissions for funding

An application form for the Quick Response 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 "Quick Response 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