

Youth Engagement Grants Program

Youth Vibe Holiday 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)

Youth Vibe Holiday Grants

The Youth Vibe Holiday Grants aim to assist young Territorians to access a variety of youth initiated events and personal development programs during the June/July and December/January school holiday periods. Whether individually, as a group, a youth related organisation, or a business wanting to do something for young people we have something for you.

These grant guidelines have been prepared to help you complete the Youth Vibe Holiday 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 Youth Vibe Holiday 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 Youth Vibe Holiday 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 process an Ochre Card or an Exemption Authority.
- 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 Youth Vibe Holiday 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; and
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; 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. **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 independent 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; and
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 agreed timeframe as specified within 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 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

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

An application form for the Youth Vibe Holiday 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 "Youth Vibe Holiday Grants" and forwarded via:

Post: Youth Engagement Grants Project Officer Department of Children and Families PO Box 40596 CASUARINA NT 0811	Hand delivery: 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