DOCG202437734

WA Youth Engagement Grants Program 2025

Guidelines and Application Form

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## Part A - Guidelines

All applications for the WA Youth Engagement Grants Program 2025 must be received by the Department of Communities (Communities) via email on or before the advertised closing time and date below to be eligible for assessment.

Applications received after the closing time/date will not be accepted. Please allow up to 15 weeks from the closing date for your application to be processed.

**Submitting an Application**

Closing Time: 2:30pm

Closing Date: Thursday 26 September 2024

Applications must be submitted by:

**Email** grants@communities.wa.gov.au

All applications will be acknowledged via email within five business days of receipt. Please contact Communities to confirm receipt if no acknowledgement is received by this time.

**Briefing Session**

An **online** non-mandatory briefing session for respondents will be conducted using Microsoft Teams on:

**Date: Thursday 22 August 2024**

**Time: 10am to 11am**

Please confirm your organisation’s attendance by no later than 2:30pm on Wednesday 21 August 2024 by contacting Communities Youth team at:

youngpeople@communities.wa.gov.au

**Note:** The PowerPoint of the presentations and FAQs from the briefing session will be made available on Communities website 3 working days post the session for those unable to attend.

If you require technical assistance completing or submitting this application form, please contact the Grants Team:

Email: grants@communities.wa.gov.au

Mobile: 0432 841 261

## About the Program

The WA Youth Engagement Grants Program 2025 provides grants for local governments and community service organisations to implement projects that engage young people (aged 10-25 years) in creative ways and help to achieve positive outcomes for young people in the community.

A youth-friendly community is one where young people are treated with respect and where they feel safe, welcome, and included. It is a community that encourages and recognises the participation and contributions of young people, supports youth development, and provides youth-friendly services, facilities, and programs. Young people, community groups and government agencies need to work in partnership to support young people’s participation in decision making, planning and services to meet their diverse needs.

Communities has ten key principles guiding the development of youth-friendly communities:

1. Local government

2. Partnership in the community

3. Relationships with young people

4. Consider young people’s views in community strategic planning

5. Ownership and leadership by young people

6. Diversity of young people

7. Consult young people about a wide range of issues

8. Flexible approach to consulting young people

9. Fun and innovative

10. Evaluation and feedback

Further information about the ten key principles is available at <https://www.wa.gov.au/government/publications/youth-friendly-communities>.

Applications submitted for the WA Youth Engagement Grants Program 2025 must follow the ten principles of developing youth-friendly communities.

**Program Objectives**

**Criteria**

To be eligible for funding, proposed projects and initiatives must align with the following Program Objectives:

* Provide opportunities for young people to develop valuable life skills that support them in their transition to independent life; to be involved in their community; and to help them achieve their goals.
* Support the engagement of a diverse range of young people, including but not limited to: culturally and linguistically diverse young people; young carers; young people living with disability; neurodivergent young people; young people in regional, rural or remote Western Australia; Aboriginal and Torres Strait islander young people; and Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual and other diverse sex, sexuality, and gender (LGBTQIA+) young people.

It is proposed that youth engagement initiatives and projects that promote and empower young people will be prioritised. In particular projects that support, inform, and build capacity of young people in the following areas:

* Equip young people with foundational financial literacy skills such as: how to apply for a tax file number; how to file a tax return; how to budget, manage bills, and save money for large purchases – as well as assist them in their understanding of longer-term life impacting financial issues such as maintaining good credit history, insurance, superannuation and avoiding debt traps and bad investments.
* Provide tailored advice and guidance to support young people achieve their individual career aspirations. This includes advice on how to identify post-school training and education pathways, and how to apply.
* Support young people in achieving and maintaining employment by developing their “work ready” skills such as: how to search and apply for a job, how to write a resume/cover letter and prepare for an interview (including different selection processes i.e., video pitch, timed video responses, roleplay exercises, group interviews and assessment centres, graduate program entry requirements etc.); and how to navigate the workplace.
* Support the entrepreneurial aspirations of young people by providing knowledge on how to start and successfully manage a small business.
* Build the confidence of young people to navigate often overwhelming processes and procedures such as paying taxes, engaging Government agencies (ATO etc), engaging a lawyer, how to rent and/or buy a home, and applying for financial aid and/or other supports.
* Develop practical ‘life admin’ skills that enable young people to function independently such as food preparation, home (such as cleaning and gardening) and, vehicle maintenance (like changing a tyre), learning how drive.

Any applicant proposing a partnership or sub-contracting arrangement for delivery or evaluation of their project, must detail this arrangement in full in their application under the section for project description.

**Funding available**

**Grants of up to $5,000** are available for short-term, one-off activities or initiatives (up to 6 months).

For example: a project that involves young people in the planning and delivery of a specific community activity, or workshops where young people can learn and develop life skills.

**Grants of up to $10,000** are available for longer term (6-12 months), community-wide, strategic initiatives.

For example: developing community-wide, multi-organisation youth service plans, a youth engagement conference or planning for youth-friendly communities.

## Funding may be used for:

* transport;
* equipment and venue hire;
* food and non-alcoholic beverages;
* minor administration costs such as postage, phone, stationery, etc.;
* purchase of minor equipment;
* publication costs of resources and material created through the project;
* consumable items;
* publicity, communications, and marketing costs;
* consultants and facilitators; and
* wages directly related to the project.

## What is not covered by the grant:

* infrastructure and capital equipment;
* operational staff wages;
* prizes and gifts, including cash;
* interstate and overseas travel;
* ongoing operating costs of the organisation or costs not directly related to project;
* retrospective costs (any money spent before a grant is approved);
* projects involving fundraising, unless the funds raised are expended on the project;
* projects that duplicate an existing or similar project or service within the community;
* projects that are traditionally funded through other sources (e.g., school activities or sporting/cultural events); and
* projects that could be delivered through an existing service agreement or grant agreement the organisation has with Communities.

## Assessment criteria

Each application will be assessed against the following criteria:

* The project will benefit young people aged between 10 and 25 years of age.
* The project addresses one or more of the Program Objectives.
* The project aligns with Communities’ Youth-Friendly Communities Principles. Further information available online at: <https://www.wa.gov.au/government/publications/youth-friendly-communities>
* Young people are actively involved in the design, development, and implementation of the project. Further information available in Communities’ Youth Participation Kit, online at: <https://www.wa.gov.au/government/document-collections/youth-participation-kit>.
* The project demonstrates community need through evidenced consultations and research.
* Evidence of sound planning and ability to manage the project, including clearly defined aims, project outcomes and evaluation measures to determine the effectiveness, feasibility, and sustainability of the initiative.
* Ongoing benefits for young people following completion of the project.
* The project delivers value for money. The amount requested is reasonable given the number of young people involved and the anticipated outcomes for young people.

After meeting the above criteria, to ensure funding is allocated evenly across Western Australia, allocation of grants will be based on geographic location. Priority may be given to events held in regional and remote areas and to events and organisations that have not previously been funded through the Grants Program.

## Who can apply:

Eligible groups and organisations must be:

* incorporated not-for-profit community organisations
* local government authorities
* unincorporated organisations or community groups, applying through the auspice of an incorporated body or a local government authority.

## Who cannot apply:

Entities not eligible to apply for funding through this program include:

* Commonwealth or State Government agencies
* individuals
* commercial, for-profit organisations
* unincorporated, community sector organisations (unless applying through an incorporated body or a local government authority)
* organisations located in the Indian Ocean Territories.

Organisations that have outstanding acquittal or evaluation requirements from previous Communities’ grant or program funding are ineligible to apply until the required documentation has been submitted. Please contact Communities if there are any queries about an organisation’s acquittal status.

## How to apply

1. Carefully read the Guidelines at Part A.
2. Complete Part B – Application Form.
3. Attach any supporting documents, if required.
4. Ensure the application is signed by the authorised delegate of the organisation.
5. Check you have completed all requirements as per Part C – Application Checklist.
6. Submit the signed application to Communities at grants@communities.wa.gov.au

**Late applications will not be accepted.**

## Assessment and notification

Please allow up to 15 weeks from the closing date for advice regarding the outcome of an application.

All applications will be reviewed against the assessment criteria outlined above. All organisations that apply for funding will be notified in writing of the outcome of the submission.

## Successful applicants

Successful applicants will be required to report on the activities undertaken, participants and partners, lessons learned, evaluation of effectiveness, outcomes achieved, and a certified statement of income and expenditure for the funded project. Once the project is completed, the acquittal report must be submitted to meet the requirements, which will be specified once the grant is approved.

Any unspent grant funds, or grant funds not expended in accordance with the grant program, must be returned to the Communities.

## Technical Assistance

For technical assistance completing the application form, please contact:

Grants Team

Email: grants@communities.wa.gov.au

Mobile: 0432 841 261

## Part B - Application Form

**Section One - Administering Organisation**

**Enter the organisation details (or auspice, where applicable) in this section.**

If the organisation undertaking the project is **not incorporated**, the grant must be applied for through an auspice that is either a not-for-profit, incorporated organisation or a local government authority.

An auspice organisation will assume administrative responsibility and accept and adhere to all terms and conditions of the grant, maintain financial records, and provide reporting information for successful applications.

**1.1 Organisation**

|  |  |
| --- | --- |
| Legal name of organisation | Click here to enter text. |
| Trading name*if different to the legal name* | Click here to enter text. |
| ABN | Click here to enter text. |
| Contact person | Click here to enter text. |
| Position | Click here to enter text. |
| Email address | Click here to enter text. |
| Telephone | Click here to enter text. | Mobile | Click here to enter text. |
| Postal address | Click here to enter text. |
| Suburb | Click here to enter text. | Postcode | Click here to enter text. |
| Website | Click here to enter text. |

**1.2 Entity type**

Select the entity type of the organisation:

Aboriginal corporation [ ]

Incorporated association [ ]

Local government authority [ ]

Not-for-profit company [ ]

Not-for-profit trust [ ]

Organisation established
under an Act of Parliament [ ]

Unincorporated group [ ]
(Must apply under auspice of an incorporated organisation or WA Local Government)

Other (please detail) [ ]
Click here to enter text.

**1.3 Unincorporated organisation applying through an auspice (complete this section if applicable)**

**Enter the unincorporated organisation details in this section.**

|  |  |
| --- | --- |
| Legal name of Organisation | Click here to enter text. |
| Trading name*if different to the legal name* | Click here to enter text. |
| ABN | Click here to enter text. |
| Name of Legal Signatory | Click here to enter text. |
| Position of Legal Signatory | Click here to enter text. |
| Contact person | Click here to enter text. |
| Position | Click here to enter text. |
| Email address | Click here to enter text. |
| Telephone | Click here to enter text. | Mobile | Click here to enter text. |
| Postal address | Click here to enter text. |
| Suburb | Click here to enter text. | Postcode | Click here to enter text. |

## Section Two - Project Details

### 2.1 Project name: Click here to enter text.

**2.2 Please provide a brief overarching description of your proposed project (maximum 40 words\*)**

\*Please note, if successful, this is the description of your project which will be used in any media statements or related publicity.

Click here to enter text.

**2.3 Please provide a detailed description of the project, including the project objectives, in accordance with the Guidelines.** Any partnership or sub-contracting arrangement for delivery or evaluation of the proposed project, must be detailed here.

Click here to enter text.

**2.4 Where relevant, attach a project plan, including a project schedule of key phases, milestones, activities, and community engagement to this application.**

Yes, project plan attached [ ]

No, project plan is not attached [ ]
Click here to enter text.

**2.5 Timeline of your project.**

Estimated project start date: Click here to enter text.

Estimated project finish date: Click here to enter text.

**2.6 What region will your project run in?**

State-wide [ ]

Gascoyne [ ]

Goldfields/Esperance [ ]

Great Southern [ ]

Kimberley [ ]

Mid-West [ ]

Peel [ ]

Pilbara [ ]

Southwest [ ]

Wheatbelt [ ]

Northwest Metropolitan [ ]

Northeast Metropolitan [ ]

Southwest Metropolitan [ ]

Southeast Metropolitan [ ]

**2.7 Provide evidence of community need and support of the project by the community**

Click here to enter text.

**2.8 How many young people are anticipated to directly benefit from the project?**

### Click here to enter text.

### 2.9 Describe how young people will be (or have been) engaged in the project design and/or implementation?

Click here to enter text.

**2.10 List the intended outcomes of the project.**

Click here to enter text.

**2.11 How will the project be evaluated against the intended outcomes described above and the program priority areas outlined in the grant program Guidelines?**

Click here to enter text.

**2.12 How will young people continue to benefit from the project following the term of the grant?**

Click here to enter text.

**2.13 Identify the primary target group for the project.**

All young people (age 10 to 25 years) [x]

LGBTIQA+ [ ]

Young people with disability [ ]

Aboriginal or Torres Strait Islander [ ]

Young people from CaLD communities [ ]

Rural, remote, and regional [ ]

Other [ ]
Click here to enter text.

**2.14 Community partnerships**

What other groups, organisations or local governments are involved in planning and implementing your event/activity. Please list ALL the organisations involved, with contact details and how they are contributing.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Name** | **Contact Person/Phone** | **How is this organisation involved?** | **Will this organisation receive any of the grant funding, if yes, how much?** |
| e.g., XYZ Council | John Smith, xxxx xxxx | On planning committee, free venue |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
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**2.15 Does your proposed project involve any sub-contracting arrangements or funded partnership arrangements not captured in the table above?**

**Yes** [ ]

**No** [ ]

**If yes, please detail who the funding will be provided to, the amount of funding and the proposed purpose?**

Click here to enter text.

## Section Three - Project Budget

|  |  |
| --- | --- |
| **Requested grant amount (Excluding GST)**(enter an amount up to $5,000 or up to $10,000 depending on proposed project, refer to Guidelines for description of project funding availability) | **$Click here to enter text.** |

It is important to detail the proposed expenditure of the requested grant and indicate any other income that is expected in support of the project, either cash or in-kind. The value any contributions made to the project by partner organisations noted above should be specified in this section.

Use the table below to evidence all sources of income for this project, proposed and confirmed, cash and in-kind, and how it will be expended. Include the WA Youth Engagement Grants Program 2025 grant amount (maximum $5,000 for short term one-off activities up to six months or $10,000 for longer term six to twelve months community wide strategic initiatives). The budget should align to the proposed project activities and outcomes specified in this application.

**Do not include GST in the costings below.**

| **Budget Item** | **This Grant****($ excluding GST)** | **Other Cash or Grants****($ excluding GST)** | **In-kind Support** | **Source of Other Cash or In-kind Support** |
| --- | --- | --- | --- | --- |
| What the funding is to be spent on | Proposed grant expenditure from the WA Youth Engagement Grants Program only. | Any other cash income anticipated for this project from the applicant and/or project partners | An estimated dollar value of the in-kind support for the project from the applicant and/or project partners | Note the source of Other Cash or In-kind support and if this is confirmed or unconfirmed with the source |
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| **TOTAL** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |

## Section Four - Taxation and banking details

This section is to be completed by the organisation managing the grant funds.

**Taxation**

|  |  |
| --- | --- |
| Australian Business Number (ABN) | Click here to enter text. |
| Registered for Goods and Services Tax (GST) | Registered for GST [ ] Not registered for GST [ ]  |

**Bank account**

|  |  |
| --- | --- |
| Bank name | Click here to enter text. |
| Branch / suburb | Click here to enter text. |
| Account name | Click here to enter text. |
| BSB number (must be six digits) | Click here to enter text. |
| Account number (up to nine digits only) | Click here to enter text. |

**Affiliated body**

If the requested grant amount, combined with any other grants or funding received from the Department of Communities (Communities) comprises **more than 50%** of the applicant organisation’s total annual income for the current financial year, the organisation is an **Affiliated Body** of Communities.

Acknowledgement of affiliated bodies is a requirement of Communities in accordance with the *Financial Management Act 2016* and prescribed by the Treasurer’s instructions.

|  |  |
| --- | --- |
| Yes, the Organisation is an affiliated body | [ ]  |
| No, the Organisation is not an affiliated body | [ ]  |

## Section Five - Grant conditions

Grants provided through the WA Youth Engagement Grants Program are subject to the following terms and conditions:

1. The grant is to be used solely for the specified purpose approved by the Department of Communities (Communities) during the funding period.
2. Written approval must be sought from Communities for any request to vary the approved purpose of the grant or seek an extension to the funding period.
3. Any part of the grant that is not used in accordance with Condition 1 must be repaid to Communities unless prior written approval is obtained.
4. Should the activities for which the grant was approved cease or should the grant agreement be terminated due to a breach of the any of these Conditions, then:
	1. the balance of the grant, unspent in accordance with the approved purpose of the grant, must be repaid to Communities within ten business days; and
	2. any property acquired with the grant must be transferred to another not-for-profit organisation with similar objectives and purposes to the recipient organisation, upon approval by Communities.
5. Providing a grant does not entitle a recipient organisation to be provided any further funding than that specified in the grant agreement.
6. Communities will not be held responsible for the success of the approved purpose for which the grant is provided or for any losses or additional costs incurred that are associated with the approved purpose.
7. Any documents or information relating to the grant, or the approved purpose must be provided to Communities within ten business days of the request.
8. All payment conditions and reporting requirements must be met, as specified by Communities.
9. The Auditor General for the State of Western Australia, or an authorised representative, must be granted access to, and be permitted to examine, records and information concerning this grant.
10. All Local, State and Commonwealth laws applicable to the approved purpose must be abided by and complied with at all times.
11. Any project that involves working with children must ensure that the recipient organisation and all employees and volunteers comply with the *Working with Children (Criminal Record Checking) Act 2004*. Please refer to the Working with Children Check website for further information [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au/).
12. Communities is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the grant.
13. Recipient organisations are required to be appropriately incorporated and be responsible for ownership of the appropriate insurance policies. This includes, but is not limited to, Public Liability, Volunteer Insurance, Workers’ Compensation, and Professional Indemnity.
14. An acknowledgement of funding assistance provided by Communities must be included in any advertising and on any material relating to the project by using the words ‘Supported by the Department of Communities’.
15. Any individuals involved with the project must not be exposed to significant promotions for alcohol or unhealthy food and drinks during the term of the project.
16. Goods and Services Tax (GST)
	1. For the purposes of Condition 16:
		1. “GST” means the goods and services tax applicable to any taxable supplies, as determined by the GST Act;
		2. “GST Act” means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations; and
		3. The terms “supply”, “tax invoice”, “taxable supply”, and “value” have the same meanings as in the GST Act.
	2. If the supply of anything through this agreement is a taxable supply under the GST Act, the grant shall be inclusive of GST.
	3. If the parties agree that Communities will issue the recipient organisation with a recipient-created tax invoice (RCTI), then the parties hereby agree that:
		1. Communities will issue a RCTI in respect of GST payable on the supply of the project and the recipient organisation will not issue a tax invoice in respect of that supply;
		2. The recipient organisation warrants that it is registered for the purposes of GST and Communities will notify the organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the term of the agreement; and
		3. Communities will indemnify and keep indemnified the recipient organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which Communities issues an RCTI under the grant agreement.
17. If any of the terms or conditions are breached by the recipient organisation, Communities may terminate the grant agreement at any time and without giving prior notice.

## Section Six - Declaration

On behalf of the applicant organisation, I declare that:

* I am currently authorised to legally enter into contracts on behalf of the organisation, according to its constitution or as bound by law.
* All the information provided in this application, including any attachments, is true and correct.
* The taxation and banking details entered in this application are true and correct.
* The organisation is financially viable and able to meet all accountability requirements.
* I give permission to the Department of Communities, when applicable, to contact any persons or organisation in the processing of this application and I understand that information may be provided to other agencies, where appropriate.
* If a grant is provided:
	+ I am aware the Grant Conditions outlined in this document will apply to ensure a project is appropriately completed and accountability requirements are met.
	+ I agree to ensure that appropriate insurances are in place (including but not limited to worker’s compensation, volunteers, professional indemnity, public liability, motor vehicle, etc.).
	+ I agree to undertake the project as stated and provide the required qualitative and financial reports to demonstrate that the grant was expended in accordance with the agreement.

|  |  |
| --- | --- |
| Legally authorised officer signature |  |
| Date | Click here to enter a date. |
| Legally authorised officer name | Click here to enter text. |
| Legally authorised officer position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Legally authorised officer telephone | Click here to enter text. |
| Legally authorised officer email address | Click here to enter text. |

|  |  |
| --- | --- |
| Witness signature |  |
| Date | Click here to enter a date. |
| Witness name | Click here to enter text. |

## Part C - Application checklist

Before applying, ensure the following have been completed and checked:

|  |  |
| --- | --- |
| Checklist item | Complete |
| The Guidelines and Grant Conditions have been read and understood by the authorised signatory or delegate of the administering Organisation, and any other relevant parties. |[ ]
| All questions in Part B – Application Form are complete. |[ ]
| Operating rules, terms of reference, or other relevant documentation are attached. |[ ]
| A project plan is attached, if applicable. |[ ]
| Written support from the relevant local government is attached, if applicable. |[ ]
| The taxation and banking details of the administering Organisation have been entered and are correct. |[ ]
| The declaration has been signed by the authorised signatory or delegate of the administering Organisation. |[ ]
| All attachments have been included in the application (i.e., project plan, terms of reference, lease arrangements, etc.), where applicable. |[ ]