DOCG202428796

Youth Week WA Grants Program 2024-2025

Guidelines and Application Form

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## Part A – Guidelines

All applications for the Youth Week WA Grants Program 2024-2025 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: Tuesday 6 August 2024**

Applications must be submitted by:

Email [grants@communities.wa.gov.au](mailto: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.

## About the program

Youth Week WA will be held from the 10 to 17 April 2025 and celebrates the positive contributions of young people within our community. It provides young people aged 10-25, and their communities with an opportunity to organise events that:

* raise issues, ideas and concerns of young people and explore possible solutions;
* profile the role of young people in the community;
* showcase the talents and creativity of young people; and
* encourage young people to engage with other community sectors including carers and volunteers, etc.

Communities coordinates Youth Week WA; responsible for:

* providing information to support the involvement and inclusion of young people and partnerships with other organisations in the youth sector;
* administering the Youth Week WA Grants Program; and
* providing advice and promotional opportunities to event organisers.

## Funding available

**Grants of up to $1,500** are available for eligible organisations to deliver a range of projects including (but not limited to) festivals, events, forums, workshops, seminars and talks contributing to the celebration of Youth Week WA 2025.

**Grants of up to $3,000** are available for community-wide events, delivered through collaborative community partnerships that are actively involved in the planning and delivery of the project. Activities may include:

* community-wide youth festivals with multiple organisations hosting activities; and
* programs of multiple events and activities delivered throughout Youth Week WA 2025.

After meeting the core assessment criteria, Communities may also prioritise applications to:

* ensure funding is allocated evenly across Western Australia, based on geographic location,
* ensure a range of projects across Western Australia are supported,
* fund innovative approaches to achieve the program’s priority areas, support projects that are delivered in collaboration with other organisations, and
* to support organisations who have not recently been funded under this program.

## What is covered by the grant:

* Transport
* Equipment and venue hire
* Food and non-alcoholic beverages
* Minor administration costs such as postage, phone, stationery, etc.
* Purchase of minor equipment
* Resources created through the project
* Consumable items
* Publicity, advertising, communications and marketing
* Facilitator and consultant fees directly related to the event
* Wages directly related to the project

## What is not covered by the grant:

* Infrastructure and capital equipment
* Operational staff wages and other ongoing operating costs of the organisation or costs not directly related to project
* Prizes and gifts, including cash
* Interstate and overseas travel
* 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)
* 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 event or activity will be held during Youth Week WA, 10 to 17 April 2025, except where a valid rationale for an alternate date has been approved by Communities.
* The application demonstrates how young people are involved in the planning and implementation of the event.
* The event acknowledges and celebrates the positive contribution that young people make to their local communities.
* The project provides opportunities for young people, aged 10-25, to raise issues of importance or concern to them and explore possible solutions.
* The project provides opportunities for young people to showcase or develop their skills and talents.
* Evidence of sound planning and the organisation demonstrates ability to manage the project, including clearly defined project outcomes and evaluation measures to determine the effectiveness of the initiative.
* A reasonable grant request given the aim of the project, number of participants and expected outcomes of the project for young people (value for money).

In addition, successful applications will support vulnerable or marginalised cohorts in the community including:

* Aboriginal and Torres Strait Islander young people
* Culturally and Linguistically Diverse (CaLD) young people
* Young people in regional, rural or remote Western Australia
* Young carers
* Young people with disability, neurodivergent young people
* Young lesbian, gay, bisexual, transgender, intersex, queer/questioning and asexual (LGBTIQA+) people.

## Who can apply:

Eligible organisations must be:

* an incorporated not-for-profit community organisation; or
* a local government authority; or
* an unincorporated organisation or community group, applying through the auspice of an incorporated body or a local government authority.

A group or organisation is not-for-profit if its governing documents prohibit distribution of profits to individual members while the organisation is operating and upon its wind-up.

## 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](mailto:grants@communities.wa.gov.au)

**Late applications will not be accepted.**

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.

## 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 Communities.

## Technical Assistance

For technical assistance completing the application form, please contact:

Aaron Lee

Grants Assistant

Mobile: 0403 990 103

Email: [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)

## 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 Authority)

Other (please detail)   
Click here to enter text.

**1.3 Unincorporated organisation applying through an auspice (complete where applicable)**

**Enter the unincorporated organisation details in this section, where applicable.**

|  |  |  |  |
| --- | --- | --- | --- |
| 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**

* 1. **Event/Activity name:** Click here to enter text.

**2.2 Please tick the box that best describes your event/activity**

Festival

Workshop, seminar, talk

Award ceremony

Sporting or recreational event

Forum

Art, music, dance and other cultural event

* 1. Please provide a brief overarching description of your proposed event/activity [maximum 40 words]

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

Click here to enter text.

**2.4 Describe in more detail your event/activity and how it will celebrate the contributions of young people.**

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.

Actual event date(s): Click here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| Event location(s) | Click here to enter text. | | |
| Event Address: | Click here to enter text. | | |
| Suburb: | Click here to enter text. | Postcode: | Enter text. |

Event start time: Click here to enter text.

Event end time: Click here to enter text.

Event web address: Click here to enter text.

In exceptional circumstances we may support an event held outside of Youth Week WA. If your event cannot be held during Youth Week WA please state a reason:

Click here to enter text.

**2.6 What region will your event/activity run in**

**(tick all that apply)**

Gascoyne

Goldfields/Esperance

Great Southern

Kimberley

Mid West

Peel

Pilbara

South West

Wheatbelt

Northwest Metropolitan

Northeast Metropolitan

Southwest Metropolitan

Southeast Metropolitan

Statewide

**2.7 Please identify the number of young people in each category who are involved in the planning and implementation and who will attend the event/activity**

|  |  |  |
| --- | --- | --- |
| **Young person** | **Expected number of young people involved in event planning and implementation.** | **Expected number of young people who will attend.** |
| Young people with a disability; including those with a mental illness | Click here to enter text. | Click here to enter text. |
| Young people from culturally and linguistically diverse backgrounds | Click here to enter text. | Click here to enter text. |
| Young people who identify as gay; lesbian; bisexual; transgender or intersex | Click here to enter text. | Click here to enter text. |
| Young people at-risk (e.g. homeless youth; unemployed young people) | Click here to enter text. | Click here to enter text. |
| Young Aboriginal or Torres Strait Islander people | Click here to enter text. | Click here to enter text. |
| Young people caring for a person with a disability; including those with a mental illness | Click here to enter text. | Click here to enter text. |
| N/A – Universally for all young people | Click here to enter text. | Click here to enter text. |
| Other Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| **Age group (years)** | **Expected number of young people involved in planning and implementation** | **Expected number of young people who will attend** |
| 12 –14 | Click here to enter text. | Click here to enter text. |
| 15 – 17 | Click here to enter text. | Click here to enter text. |
| 18 – 25 | Click here to enter text. | Click here to enter text. |

**2.8 Youth Involvement**

Please provide details on how young people (aged 10 to 25 years) are involved in both the planning and delivery of your event/activity

Click here to enter text.

**2.9 Community Partnerships**

What other groups, organisations or local governments are involved in planning and implementing the event or activity. Please list ALL the organisations involved, including contact details and the contribution.

Remember, applicants are encouraged to partner with other organisations within their local community to collaboratively host an event.

|  |  |  |
| --- | --- | --- |
| **Organisation Name** | **Contact Person/Phone** | **How is this organisation involved?** |
| 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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## Section Three – Project Budget

|  |  |
| --- | --- |
| **Requested grant amount (Excluding GST)** | $Click here to enter text. |

It is important to show how the grant would be expended and any cash and in-kind contributions, from the applicant or project partners, expected to support the project.

Use the table below to show where the project income is coming from and how it will be spent. The requested grant funding (maximum $1,500 for individual event or $3,000 for collaborative community-wide events) should be detailed separately, at column 2. If funds will be obtained from other sources to support the project, it is important to show evidence of where the money is coming from, at column 5.

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

| **Budget Item** | **Youth Week WA 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 Youth Week WA 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 |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **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 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 Youth Week WA 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. |  |