

Youth-Led Projects

Grant Guidelines 2023/2024

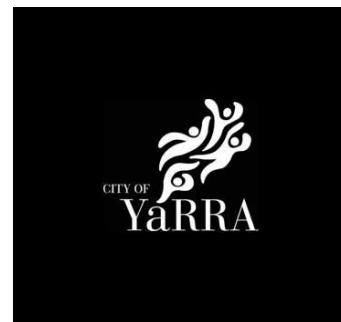


Image : Youth Kitchen, Youth-Led Grant 2022/23

Youth Led Grant Guidelines 2023/2024

Youth-Led Grants are for Yarra-based projects or events delivered by young people for young people. Young people in Yarra can apply for a Youth-Led Grant of up to \$3,000 for Youth-Led Projects. Youth-Led Grants are open to funding requests annually from the end of July to May, or until allocated funds are exhausted, providing an opportunity for applicants to access funding quickly, usually within four weeks from the grant submission.

Individual applicants will need to be sponsored or mentored by an incorporated not-for-profit organisation or school to apply for this grant. Applications by individuals and community groups that are not incorporated or do not have their own ABN can be auspiced by an eligible incorporated organisation – more information about this is below.

**Youth Led Grants 2023-2024 grants open 1 August 2023.
Applications will be accepted until 30 May 2024
or until the funding pool for this category is exhausted.**

If you have previously had a grant from Yarra City Council for a project which is now complete, this grant must be acquitted before any new applications can be assessed. Acquittals can be submitted via: <https://cityofyarra.smartygrants.com.au>.

Eligibility Criteria

Eligible Applicants

You can apply individually or as part of a group. To be eligible, you must:

- be aged 16 to 25 years
- live, work, study or have a strong connection to the City of Yarra.

Application criteria

- All applicants need to be sponsored and mentored by an incorporated not-for-profit organisation or school.
- Projects will need to be completed by 31 December 2024.
- The final report and acquittal for the projects must be submitted by 29 February 2025.
- All applications from young people aged 16-17 years must have parental consent.
- Relevant applicants must, as required by law, implement and adhere to the Victorian Child Safe Standards. <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/>.

Applications will be assessed by Council officers and priority will be given to projects, activities or events that can support the key priorities in our [0 – 25 Years Plan](#).

How do I apply?

Interested applicants are encouraged to contact Idil Ali, Youth Participation & Advocacy Officer on 0492 097 218 or at Idil.Ali@yarracity.vic.gov.au for planning advice, application support or help finding a sponsor organisation. Applications are made online via SmartyGrants <https://cityofyarra.smartygrants.com.au>

Applicants that are not eligible

- Businesses or for-profit organisations.
- Previous grant recipients with overdue acquittals.
- Applicants who are over the age of 25.
- Applicants can only receive one YLG per financial year and the maximum grant is \$3,000.

Projects that are not eligible

- A program that is considered the responsibility of State or Federal Government e.g. core school curriculum activities.
- Activities that take place outside the City of Yarra (including touring costs), unless part of a larger project with a proven and public benefit to the Yarra community.
- A new building, capital works or facility maintenance works.
- Ongoing staff salaries or administration costs not specific to the project.
- The purchase of equipment only, unless exempted above.
- Projects with the singular purpose of promoting religion or that may be perceived as for the purpose of proselytizing.
- Training, study or academic research in Australia or overseas.
- A project that will be offered for assessment in the above training courses.
- Applications that are solely for attending forums, workshops and conferences.
- Competitions (excluding one-off sporting events).
- Prizes and award exhibitions or exclusively fundraising events.
- School fetes and other similar events.
- Covering the deposit or bond associated with hiring a Council Town Hall.
- Applications to fund projects retrospectively.

Assessment

Assessment Criteria

All applications will be assessed on the following criteria:

- Does the project have clearly defined aims?
- Does the project have clearly defined outcomes it is working towards?
- Does the project clearly meet the program objectives?
- How does the local community benefit from this project?
- Does the individual and sponsor have the capacity to successfully complete the project?
- Is the budget for this project realistic, balanced, and complete?

Assessment Process

The grants are assessed on a competitive basis. The applications are checked for eligibility and internally assessed by two Council Officers.

Timelines

Applications should be received a minimum of 4 weeks before a project starts. Applications for projects that have already taken place will not be assessed. Assessment and payment of grants usually takes 4-6 weeks provided all necessary documentation is provided in a timely fashion.

Auspiced Applications

Auspicing is a practice which enables individuals and small or new organisations who are not incorporated or who do not have an ABN access grant funds.

An auspice organisation must be incorporated and have an ABN. They accept legal and financial responsibility for the grant if successful.

Applications can be submitted directly by groups being auspiced. However, as the funding agreement for successful grants will be made between the auspice organisation and Council, any financial transactions must be made through the auspice organisation. Be advised that you need to provide information from the auspice organisation including: their contact details, ABN, and most recent financial report.

Child Safe Standards

Victorian organisations that provide services or facilities for children (anyone under 18 years old) are required by law to implement Child Safe Standards to protect children from harm. Therefore, if your project/program will engage children as either participants or audience members you will be required to demonstrate that you are complying with the Child Safe Standards by uploading a copy of your organisation's Child Safe Policy or Statement of Commitment to Child Safety.

If your organisation does not yet have a Child Safe Policy or Statement of Commitment to Child Safety, a template document is available on the Small Project Grants website: <https://www.yarracity.vic.gov.au/about-us/grants/small-project-grants>. Tailor this document to suit your organisation and activities, then attach the document to your application as evidence. Remember to make sure a copy is distributed to your members.

For further information on the Child Safe Standards see: <https://ccyp.vic.gov.au/child-safety/resources/>

Having trouble writing your application?

The Grants Team are available to help all applicants with preparing their application. Call us on 9205 5146 to talk about your project and application or to make an appointment for help submitting your application online. Interpreters can be booked if requested.

If you are having trouble accessing your SmartyGrants user account, please contact SmartyGrants directly on 03 9320 6888 or via service@smartygrants.com.au.

Successful applications

If you are successful, a funding agreement which outlines the conditions of your grant will be sent to you (or your auspice organisation). You will be required to sign and return an electronic copy of the funding agreement. You will also need to provide a copy of your organisation's bank statement showing the account number, BSB number and name. All payments will be made by electronic transfer.

Promoting your project

If your grant application is successful, Yarra City Council may contact you for promotional purposes. This may include but is not limited to requesting to profile your project on Council's corporate website, social media channels, electronic and print newsletters and magazine and external media outlets.

Acquittal

Each grant recipient is required to submit an acquittal form within two months of completion of the project. The acquittal includes questions about how many people and Yarra residents participated in the event/program, what adjustments were made to the project as it unfolded, and whether the aims and objectives outlined in the application were met. The acquittal also includes a financial report in which you are required to demonstrate that the funds were spent in accordance with the budget submitted. You are required to keep accurate, up-to-date records in relation to the project including, but not limited to, itemised receipts issued when funding is spent. We request that you include receipts for items/services over \$250 in your acquittal.

The required acquittal form will be linked to your application in the My Submissions area of SmartyGrants. When you are ready to submit the acquittal form please log onto <https://cityofyarra.smartygrants.com.au> and submit it in the same way you submitted your grant application. Applications from past grant recipients will not be considered while they have overdue acquittals.

Submitting Your Application

Youth-Led Grant applications will be accepted at any time until 30 May 2024 or until the funding for the category has been exhausted.

Applicants are required to submit their application and supporting documentation using the online form on <https://cityofyarra.smartygrants.com.au/>.