

# Young Communities Grants Guidelines

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Melton City Council



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## Young Communities Grants

Melton City Council believes that young people are not only the future, but are an important part of what makes Melton a vibrant and active place to be.

Melton City Council is committed to providing positive opportunities for all young people. One way this is achieved is through the Young Communities Grants.

The grants promote a positive profile for young people living in Melton. It enables young people to explore and express their ideas, providing opportunities to personally develop their skills. It also creates projects that involve young people and empowers youth by delivering something engaging, relevant and stimulating.

Grants are made available annually.

### Available Grant Categories

The grants categories are listed below:

Program	Description/Category	Applications Open	Page
<b>Individual Grants</b>	Young individuals (12–25 years) from the City of Melton can apply for up to \$500 to further their skills through chosen activities.	Feb	6
<b>Project Grants</b>	Groups can apply for up to \$5,000 for projects that aim to address the issues faced by young people in the City of Melton.	Feb	8

### Grant support

If you would like to learn more about preparing and submitting your application, Council can provide one-to-one assistance. Please email [yac@melton.vic.gov.au](mailto:yac@melton.vic.gov.au) to book in a time to meet with a Youth Officer.

## General Guidelines

### General grant conditions:

1. Funding is allocated on a competitive basis. Once the allocated funds are exhausted, no additional funding will be available within the financial year.
2. Funds must be spent on the project as described in the application, and/or as directed by the Funding Agreement.
3. Applications where participants are charged entry or participant fees, must declare the charge per participant and the expected number of participants.
4. Successful applicants will be required to complete the grants acquittal process as outlined below.
5. Applicants who have previously received funding through Council grants will only be considered if they have met all acquittal conditions for that previous funding.
6. Successful grant recipients are strongly encouraged to participate in capacity building training opportunities identified by Council Officers.
7. Projects must commence within six months and be completed within twelve months from the date of notification of approval.
8. Retrospective funding will not be provided for projects already commenced.
9. If the activity/project does not occur within the agreed timeframe, Council must be notified immediately.

### Acquittal Report

Successful applicants are required to complete the grant acquittal within four weeks of completion of the project.

The acquittal report outlines the key achievements of your project and reports on how funding was spent. An acquittal form is linked to your online application and should be submitted the same way.

### Auspice Organisation

If your group is not incorporated or does not hold current public liability insurance, you may apply for a grant through an auspice arrangement.

An auspice is an organisation that is incorporated and holds current public and products liability insurance. The auspice organisation receives the funding on your behalf and distributes the funds to your group for the delivery of the project. A letter confirming the auspice arrangement must be attached to the application along with proof of the auspice's incorporation and current insurance.

A suitable auspice organisation might be an organisation you have worked with previously or a larger organisation working in a similar field that could be approached.

## Application Process

### How do I apply?

Applications for Young Communities Grants are made online. You will need to go to the SmartyGrants website: [www.melton.smartygrants.com.au](http://www.melton.smartygrants.com.au) to view the application form and make an application. If you are unable to access the internet, Council can support you by directing you to one of the community facilities that provide public internet access.

Applicants are required to submit their applications by the closing date and time of the program, as late applications will not be accepted.

To assist you in completing your application, please note the following tips:

1. You will need access to internet and an email address to make your application.
2. Access to the Application Form will not be available until the opening date.
3. The online system will not accept incomplete applications.
4. All questions marked with an asterisk\* must be completed.
5. Review your application carefully before submitting, as once submitted you cannot go back to make any more changes.
6. When you submit an application online, you will receive an application number. Please make a note of this and, where possible, print and keep a copy of your application for future reference.

Applicants will be notified via automatic email that their application has been received.

### How are applications assessed?

- Step 1 Council officers will check eligibility of all grant applications.
- Step 2 Internal review by relevant Council Officers (if applicable)
- Step 3 Eligible applications are assessed by an independent assessment panel against specified assessment criteria (see grant categories for details).

**Please note that meeting the assessment criteria does not automatically guarantee funding.**

Applicants should also note that the level of funding available through the Young Communities Grants is limited and applications are considered against the criteria in competition with other applications.

## Individual Grants

**Individual Grants** aim to assist young people in furthering their skills through participating in chosen activities. These grants are a fantastic opportunity to showcase young people's diverse talents, contributions and achievements.

Grants are made available annually and fund individual requests up to **\$500**.

### Grant Timeline

Round Opens	Administration & Assessment	Applicant Notified	Funds Distributed
Feb	March	April	April

### Grant Categories:

#### Arts

This category encompasses the arts and music. The arts can be composed of many art forms. This may consist of but is NOT limited to dance, poetry, drawing, story writing, film, drama, comedy. Music is an art form by use of instruments and sound. This may consist of but is NOT limited to singing lessons, purchase of musical equipment (i.e DJ Equipment, guitar), conferences, performances.

#### Sports

Physical activity that is competitive and engaging. This may consist of, but is NOT limited to, tennis, football, soccer, rugby, netball, basketball, golf, table tennis, motor sports or swimming.

#### Leadership

Leadership development is participating in activities that will help to personally and professionally develop a young person moving towards their goals. This may consist of but is NOT limited to purchasing of equipment (i.e hairdressing kits or professional tools, attending workshops/seminars). Some Leadership qualities consist of confidence, focus, inspiration, passion, persistence and empowerment.

#### Social Civic Responsibility

This category recognises the effort of a young person or the combined efforts of a club/group of young people who have benefited the community. Individuals step outside their own senses of self, their own identity, and give back to others in a manner where the larger element benefits community and not necessarily the specific individuals. This may consist of but NOT limited to the form of volunteerism through social or political participation or through economic enhancement.

#### Environment and Sustainability

This category recognises a young person who has/wants to protect or sustain the environment, Flora (plant life) or Fauna (animal life).

## Who can apply?

Applications are accepted from:

- Young people aged between 12-25 years who reside, attend school or are employed within the City of Melton

Individuals who have received two Individual Grants in the last five years are not eligible.

## Applicants must attach to their application:

- Quotations; and
- Other supporting documentation, e.g. letters of support.

## What can't be funded?

The following list identifies the types of things that **cannot** be funded by Individual Grants:

- Grant applications that do not show or have evidence of the young person having a skill and passion in the area;
- A young person who has received a Young Communities Grant twice in the past five years;
- Applicants who have previously received a Young Communities Grant and have not met all acquittal conditions for that funding;
- If the young person does not live, work or go to school in the City of Melton;
- Applications for material aid;
- Applications for secondary school uniform, fees, books, equipment, etc.; or
- Applications for laptops or relevant technology.

If your request cannot be funded by the Young Communities Grants as outlined above, you are encouraged to contact Young Communities or Council's Community Funding Officer to identify other options for support and funding assistance.

## Individual Grants Assessment Criteria

PRIORITY AREA	ASSESSMENT CRITERIA	WEIGHTING
1. <b>Individual Need</b>	<ul style="list-style-type: none"> <li>• The request responds to an existing or emerging need.</li> <li>• Evidence has been provided to support the identified need.</li> </ul>	50%
2. <b>Individual Benefit</b>	<ul style="list-style-type: none"> <li>• The individual has the opportunity to develop new partnerships and connections.</li> <li>• There is clear identification of the benefit to the individual from the request.</li> <li>• There are clear demonstrated outcomes as a result of the request.</li> </ul>	25%
3. <b>Ability to Manage Grant</b>	<ul style="list-style-type: none"> <li>• Plan in place demonstrating how the grant will support achieving their goals.</li> <li>• A complete, realistic and achievable budget is provided.</li> </ul>	25%

## Project Grants

**Project Grants** aim to implement projects that address the issues faced by young people. These grants create opportunities for projects that involve young people and empowers youth by delivering something engaging, relevant and inspiring.

Grants are made available annually and fund requests up to **\$5,000**.

### Grant Timeline

Round Opens	Administration & Assessment	Applicant Notified	Funds Distributed
Feb	March	April	April

### Who can apply?

Someone who works, lives or goes to school in the City of Melton and has a proposal to implement a project that addresses youth issues across a broad group of young people within the municipality.

Applicant must be either:

- An incorporated not-for-profit community groups or organisations located in and providing the support, service or program within the City of Melton;
- An incorporated not-for-profit community groups or organisations located elsewhere, but providing support, services or programs to people living in the City of Melton; **OR**
- An unincorporated community groups or organisations with auspice support from an incorporated not-for-profit organisation, providing the support, service or program within the City of Melton.

### Applicants must have:

- A minimum of 80% of project participants living in the City of Melton;
- An ABN;
- Public Liability Insurance of up to \$20 million; and
- Quotations for goods and services from suppliers for items and/or services you are seeking the grant for.

## Applicants must attach to their application:

- Certificate of Incorporation;
- Statement of Supplier form (if you do not have an ABN);
- Copy of Public Liability Insurance cover;
- Quotations; and
- Other supporting documentation, e.g. letters of support.

## What can be funded?

- Projects which involve young people at all levels of planning, implementation and evaluation;
- Projects which are supported by and involve the local community; or
- Exciting, creative ideas, which provide a safe and secure environment opportunities for young people, aged 12-25 years.

## What can't be funded?

The following list identifies the types of things that **cannot** be funded by Project Grants:

- Project grants that do not reach a broad and diverse target group;
- Projects that do not have a youth focus;
- Equipment purchase that does not directly relate to the activity/project for which funds are supplied;
- Projects which are political or discriminatory against another, based on their gender, sexual identity, culture, race, religion and/or other;
- Projects that have received a Young Communities Grant twice in the past five years;
- Applicants who have previously received a Young Communities Grant and have not met all acquittal conditions for that funding;
- Projects that are the clear responsibility of other levels of Government, e.g. school curriculum, infrastructure or concerts;
- Projects which are seeking support for ongoing recurrent operational costs, e.g. permanent staff, ongoing salaries, maintenance, venue hire;
- Projects that are already receiving Council funds to do a same or similar activity;
- Projects that are deemed to be duplicating existing services/activities within the municipality;
- Projects that facilitate routine and regular maintenance work to existing facilities;
- Projects that are based at facilities where there is little or no public access;
- Projects that operate solely for the purpose of fundraising for individual gain;
- Projects that are the responsibility of Council to deliver or where the funds will be administered or managed fully or in partnership by Council;

- Projects that are profit making ventures;
- The purchase of equipment and material to address Occupational Health and Safety issues as this is considered to be the responsibility of the agency or organisation concerned; or
- Projects that take place outside the City, unless it is an element of an outgoing project and has demonstrated direct benefit to the City of Melton community.

If your request cannot be funded by the Young Communities Grants as outlined above, you are encouraged to contact Young Communities or Council’s Community Funding Officer to identify other options for support and funding assistance.

## Project Grants Criteria

PRIORITY AREA	ASSESSMENT CRITERIA	WEIGHTING
1. <b>Community Need</b>	<ul style="list-style-type: none"> <li>• Project responds to an existing or emerging community need.</li> <li>• Evidence has been provided to support the identified need.</li> </ul>	<b>50%</b>
2. <b>Community Benefit</b>	<ul style="list-style-type: none"> <li>• Those involved in the project planning and delivery will result in new community partnerships and connections being developed.</li> <li>• There is clear identification of who will benefit from the project.</li> <li>• There are clear demonstrated outcomes of the project.</li> </ul>	<b>25%</b>
3. <b>Ability to Deliver Project</b>	<ul style="list-style-type: none"> <li>• Project plan in place demonstrating the steps to be taken to deliver the project.</li> <li>• A complete, realistic and achievable budget is provided.</li> <li>• Evidence is provided demonstrating how the project will continue into the future (if applicable).</li> </ul>	<b>25%</b>

## Need more help?

If you require any further information or assistance about Melton City Council’s Young Communities Grants, please contact the relevant Council Officer as per below.

Phone: 9747 5421 (interpreters can be booked if requested)  
 Email: [yac@melton.vic.gov.au](mailto:yac@melton.vic.gov.au)