

FairGo 4 Youth Fund: Activity Provider Guidelines

Last updated 2 May 2023

Melton City Council



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Definitions

Activity Provider	A local supplier who organises and hosts extracurricular activities in the Melton region.
Participant	A Melton resident between the age of 8-16 years of age who participates in an extracurricular activity.
Council	A body of people elected to manage the affairs of Melton City.
Fund	A sum of money given by Council for a particular purpose.
GST	Goods and services tax (GST) is a broad-based tax of 10% on most foods, services and other items sold or consumed in Australia.
Intentional misuse	Deliberately not following the terms and conditions outlined in agreements or guidelines.

General Guidelines

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 investing in the mental health and physical activity of all our community, with an emphasis on children and young people (Council and Wellbeing Plan 1.4.2) as well as support children and young people to learn, develop and reach their full potential (Council and Wellbeing Plan 1.4.5). The objective of this Fund is to provide partly subsidised funding for youth to participate in extracurricular activities who would usually be financially restricted to participate.

The Fund will allow for single claims of up to **\$400 per person (ex GST)*, per calendar year** to cover registration fees. An additional **\$200 per person (ex GST), per calendar year** is available to successful applicants with an existing diagnosed disability. Funding is allocated on a first come, first-served basis. Once the allocated funds are exhausted, no additional funding will be available within the financial year.

A list of activities and approved activity providers can be found on the Melton City Council website.

Eligibility

- Activity Providers must have a pre-existing lease or licence agreement with the City of Melton to hold activities at a City of Melton owned facility.
- Activity Providers must have Public Liability of at least \$20 million.

How do I get involved?

STEP 1: Participants will contact you directly to organise registration from 1 May 2023

STEP 2: Request a copy of their notification of eligibility before completing any registration papers.

STEP 3: Complete registration papers and confirm registration with participant

STEP 4: Arrange one monthly invoice for council, including all registrations received in the month. Email to communitygrants@melton.vic.gov.au

Terms and Conditions

The following conditions apply:

- In its sole and absolute discretion Council will make all decisions about whether a specific proposed activity provider is eligible to be and/or remain an Approved Activity Provider for the FairGo 4 Youth Fund Program ('Provider').
- Council will pay up to \$400 per successful participant in the FairGo 4 Youth Fund Program ('Participant') (ex GST) for their registration at a local sport, art or other organised activity conducted by a Provider. Should the Participant's registration exceed \$400 per person (ex GST), the Participant is then responsible for paying the remaining balance to the Provider ('the Registration Balance').
- Council will pay an additional \$200 (ex GST) per successful participant with an existing diagnosed disability which directly results in a higher registration fee to the Activity Provider.
- The Provider is responsible to collect and settle the Registration Balance directly with the Participant.
- The status of the Participant as a supported FairGo 4 Youth recipient must remain confidential and all personal and sensitive information collected must be treated as Private.
- When receiving a registration request from a Participant, a Provider must not deny any such request based on discriminatory or unlawful grounds (refer to Human Rights/Equal Opportunity Acts).
- The Participant and the Provider are responsible for completing individual registration for the Participant in the activity or activities.
- Under the FairGo 4 Youth Fund Program, Council is providing capped funding for a Participant's registration in the activity or the activities and will not have any involvement should there be any dispute that arises between the Participant and the Provider.
- A Provider acknowledges and agrees that in participating as a Provider for the FairGo 4 Youth Fund Program, their organisation's name and contact information will be published on Council's website and may be provided to interested Participants.
- Council will not arrange payment of invoice for registration fees unless Activity Provider provides evidence of eligibility, proof of registration fees and copies of successful registration documents for a Participant have been received.
- A Provider must only invoice Council in connection with a successful Participant in the FairGo 4 Youth Fund Program. That means the person – the Participant – will have received a notification of their eligibility from Council. The Provider must retain a copy of the eligibility notification provided by the Council to the Participant. Invoices from a Provider must include the bank details for the organisation or individual that is for the eligible Provider.
- A Provider must invoice Council once each calendar month for any successful registrations that have been received in that calendar month period.
- Council will process one invoice per month, per Provider, which must clearly outline the full name of each Participant and registration costs for that Participant, as advised in the application. Payment up to the amount of \$400 (ex GST) per Participant will be processed within four (4) weeks of the invoice from the Provider being received by Council.

- Within the \$400 (ex GST) limit for each Participant (\$600 ex GST for those with disability) under the FairGo 4 Youth Fund Program, a Provider which is registered as either a not-for-profit or a charitable organisation may also recover up to \$50 for an administration fee per each successful Participant registration. Council has the right to request evidence of the Provider's current not-for-profit or charitable status.
- A Provider must immediately notify the Community Grants Team at Council in writing should they no longer meet eligibility the required criteria; where an activity has been cancelled; or in the event an activity has reduced availability.
- A Provider and all persons involved in conducting any activity for which a Participant is to be involved which might include employees, agents, contractors and volunteers, must strictly comply and adhere to Child Safe Standards and each person must have a valid and current Working with Children Check.
- The FairGo 4 Youth Fund Program aims to increase participation for young people of all abilities and backgrounds. Council encourages Providers to incorporate inclusive practices and seek support from Council community centres if that is required.
- Once a Participant has successfully completed their registration with a Provider, Council will not arrange nor pay for that Participant to change to another activity under the FairGo 4 Youth Fund Program. Any Participant cancellations will be managed between Participant or their parent/guardian/carer and the Provider.
- Providers are responsible for promptly informing Council in writing of any cancellation of registration by a Participant and can only invoice for their incurred costs.
- Council has the right to manage fraud related risks, such as requesting program or activity or activities related records from Providers, for the purpose of probity auditing.
- In the event Council identifies any intentional or unintentional misuse of the FairGo 4 Youth Fund Program by or on behalf of a Provider, that Provider will not be eligible to apply to become a Provider to the FairGo 4 Youth Fund Program for two (2) years.
- Whilst the Participant is participating or involved in an activity or activities with or involving the Provider pursuant to the FairGo 4 Youth Fund Program – Council will not be liable for any injury, loss or damage, including personal injury, that may be suffered or sustained by the Provider and all persons involved in conducting any activity or activities with, for or on behalf of a Provider in which a Participant is to be or is involved with, which might include the Provider's employees, agents, contractors and/or volunteers; nor will Council be liable for any injury loss or damage including personal injury that may be suffered or sustained by the Participant or others involved in or competing or participating in the activity or activities or any spectator or any other person.

Any questions?

If you require any further information or assistance about Melton City Council's FairGo 4 Youth Fund Program, please contact the Community Grants team.

Phone: 03 9747 7247

Email: communitygrants@melton.vic.gov.au

Website: www.melton.vic.gov.au/fairgo4youth