

FairGo 4 Youth: Participant Guidelines

Last updated 2 May 2023

Melton City Council



Contents

Contents.....	2
Definitions	3
General Guidelines	3
Eligibility	3
How do I apply?	4
Timeline for Participants	5
Terms and Conditions	5
Any questions?	6

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 supporting 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

- Applications are accepted from young people (aged from 8 to 16 years of age (inclusive) at time of application) in the City of Melton who have financial support needs.
- Applicants must include evidence of being between the age of 8 to 16 years (inclusive) at the time of application.
- Each application must include evidence of being a recipient of financial support such as:
 - Health Care Card or Pension card holders (held by applicant or listed as a dependant on a parent/guardian's card).
 - OR**
 - Referral from Victorian community service organisation that delivers community-based child, family and out of home care services*.
 - OR**

- Referral from a Victorian charity*.
- OR**
- Referral from Melton City Council's Family Services Support Workers*.

*All referrals must be provided using the referral form found on the Melton City Council website. Charities must be listed of the Australian Charities and Not-for-profits Commission website.

How do I apply?

STEP 1: Visit the Melton City Website and search for FairGo 4 Youth Fund. 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.

STEP 2: Open the expression of interest form for Participants and complete all relevant fields*.

STEP 3: Submit your application and wait to hear back from council representatives.

STEP 4: Melton City Council will notify you via email whether you are successful and have met the eligibility criteria for the Fund and have been successful.

STEP 5: If you are successful, you must speak directly with an approved activity provider to register. You must provide a copy of Council's notification of eligibility for the FairGo 4 Youth Fund as proof of eligibility, to the approved activity provider.

*The application form requests the following information:

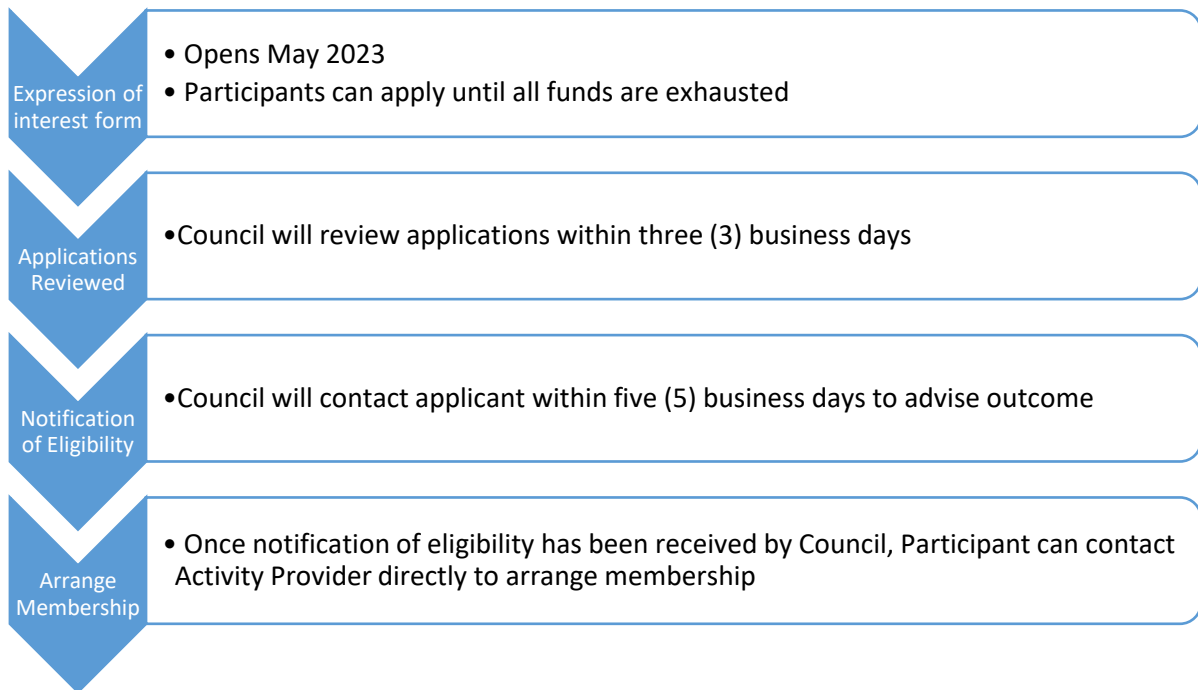
- Contact information.
- Proof of age document.
- Evidence of low-income with concession or referral.

To assist you in completing your application, please note the following conditions and/or tips:

- You will need access to internet and an email address.
- Access to the application form will be available in May 2023.
- All questions marked with an asterisk* must be completed.
- Review your application carefully before submitting. Once submitted you cannot go back to make any changes.

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

Timeline for Participants



Terms and Conditions

The following conditions apply:

- A person lodging an application to be a Participant ('an Applicant') must provide evidence of meeting eligibility criteria in the expression of interest form. This includes evidence of living, attending school or working in the City of Melton, being between the ages of 8 to 16 years at the time of making their application, and are in receipt of financial support (by holding either a concession or referral as per the Participant Guidelines for FairGo 4 Youth Fund Program on page three (3)).
- An Applicant may only select to participate in activities from providers who are an Approved Activity Provider and whose details are published on the Melton City Council ('Council') website as being an Approved Activity Provider for the FairGo 4 Youth Fund Program.
- In its sole and absolute discretion, Council will make all decisions about the eligibility and success or otherwise of an application received.
- If an Applicant is successful in their application ('the Participant'), Council will cover up to \$400 per person (ex GST) for their registration in the activity or activities provided by the Approved Activity Provider. Should registration for the Participant in the activity or activities exceed \$400 per person (ex GST), the Participant will be responsible for paying the remaining balance directly to the Approved Activity Provider.
- 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.
- Council will pay for the Participant's registration in the activity, or the activities provided by the Approved Activity Provider (up to \$400 per person ex GST) directly

to the Approved Activity Provider upon confirmation of the Participant's registration and provision of a tax invoice for their registration.

- As Council is only providing funding for the approved registration for the Participant in the activity or activities, Participants acknowledge that there is no guarantee nor certainty they will secure registration for an activity or activities as there may be maximum participation numbers set by the Approved Activity Provider that cannot be exceeded.
- Both the Participant and the Activity 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 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 Approved Activity Provider.
- Melton City Council will collect and use the personal information of Applicants and Participants according to Council's Privacy Policy. All personal data will be deemed as confidential. Council will maintain a secure system for storing Personal, Sensitive and Health information. Technological and operational policies and procedures are in place to protect information from misuse and loss and from unauthorised modification or disclosure.
- The Participant status as a supported FairGo 4 Youth recipient will be kept confidential by their chosen Activity Provider.
- Once the Participant has successfully completed their registration application with an Approved Activity Provider and Council has then paid their registration for the activity or activities, Council will not pay for a Participant to change to another activity. Any Participant cancellations will be managed between Participant or their parent/guardian/carer and the Approved Activity Provider. Both the Participant and the Approved Activity Provider are responsible for informing Council of the cancellation of registration of any Participant and must do so promptly.
- In the event that the Approved Activity Provider cancels their activity, both the Participant and the Approved Activity Provider are responsible for informing Council of the cancellation of registration of any Participant and must do so promptly. Participants are unable to register with a differing Approved Activity Provider until Council have provided formal confirmation with a copy of notification of eligibility.
- In the event that Council identifies any intentional or unintentional misuse of the FairGo 4 Youth Fund Program by or on behalf of the Participant, the Participant will not be eligible to apply to be a Participant to the FairGo 4 Youth Fund Program for a further two (2) years.
- Council will not be liable for any injury loss or damage including personal injury, that may be suffered or sustained by any person acting on behalf of the Participant, nor others involved in or competing or participating in the activity or activities, nor the Approved Activity Provider or their employees, contractors, agents or volunteers, nor or any other person, while the Participant is participating in an activity or activities with the Approved Activity Provider for which Council has provided funding pursuant to the FairGo 4 Youth Fund Program.

Any questions?

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

Phone: 03 9747 7247

Email: communitygrants@melton.vic.gov.au

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