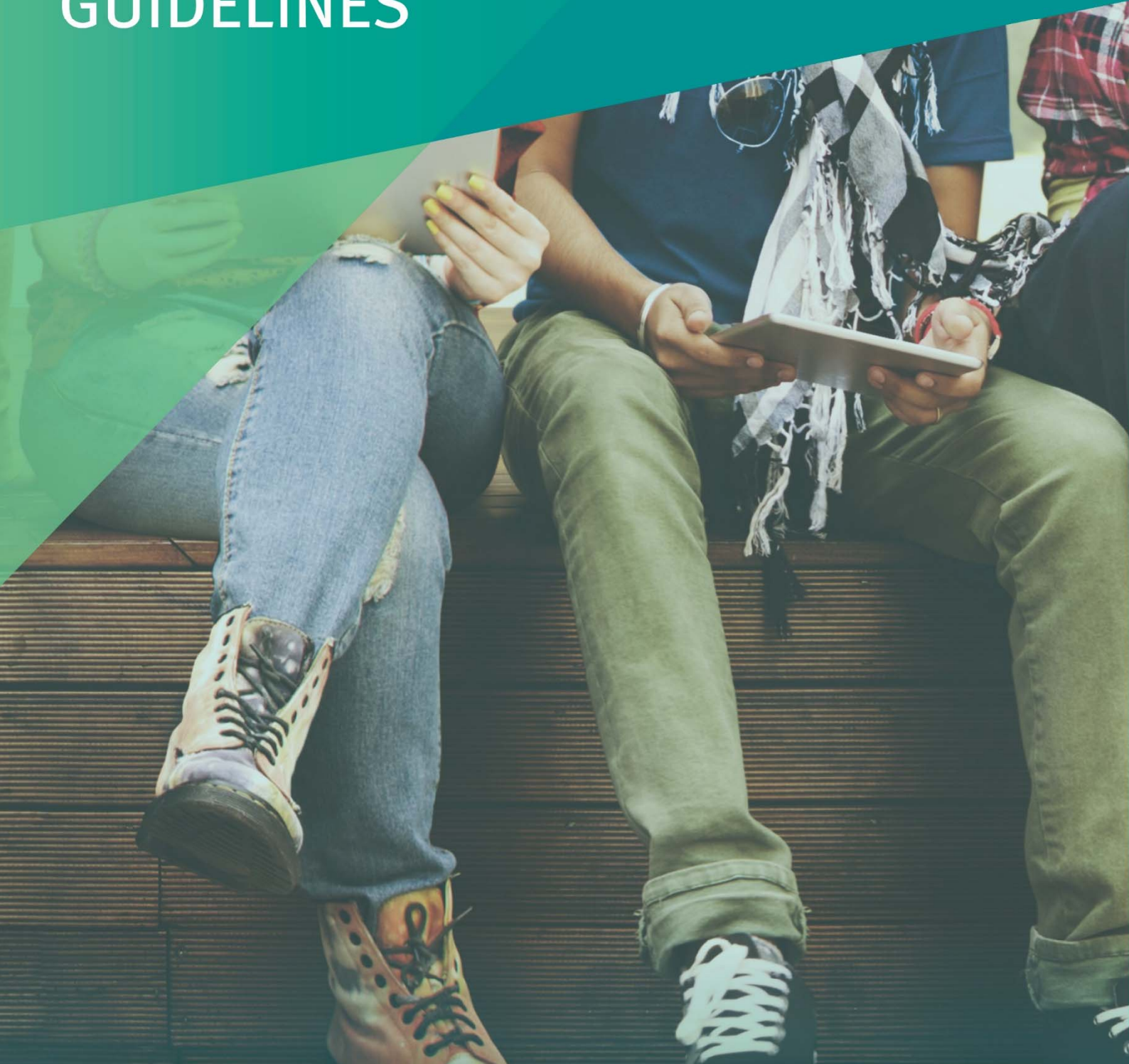


# **YOUTH DEVELOPMENT GRANTS GUIDELINES**



**VOICE IT! CREATE IT! DO IT!**

# YOUTH DEVELOPMENT GRANTS GUIDELINES

## Introduction

The Youth Development Grants are designed to support not-for-profit groups, community groups and voluntary associations to deliver exciting, well-managed and relevant activities and programs whilst strengthening connections for young people in our community. Applications are invited from organisations with the expertise and local knowledge to provide opportunities and engagement for all young people across the City of Marion.

## Application process

Applications Open	Applications Close	Delivery Deadline	Acquittals Due
1 May 2018	4 June 2018	30 June 2019	See Terms and Conditions

**Information session to be held at 6pm 10 May 2018 at Marion Council Chambers.**

## How to apply

The application is completed online by accessing the following link: <http://www.marion.sa.gov.au/youth-grants>

You are guaranteed confidentiality and security when lodging a grant application online. If you do not have access to the internet, please contact the Youth Development Team to discuss alternatives.

## Support with your application

For project enquiries and support in making an application, contact the Youth Development Team. We encourage applicants to contact the team to discuss your idea or application and to attend the community information session.

Phone 08 7420 6461 or email [council@marion.sa.gov.au](mailto:council@marion.sa.gov.au) (subject title "Youth Development Team").

## Suggested Focus Areas

We encourage grants but not limited to the following areas;

- Valuing Nature and Sustainability
- Special Events and School Holiday Programs
- Active, Vibrant and Innovative Communities
- Celebrating Diversity and Inclusion
- Skill Development and Leadership

## How much can we apply for?

Minor Grants \$0 - \$5,000

Medium Grants \$5,000 – 9,999

Major Grants \$10,000 – 40,000

*\* Please note these amounts are a guide please discuss with the Youth Development team if your project does not fit within these funding pools.*

Applicants may apply for more than one grant by submitting a separate application for each project, demonstrating any clear distinctions between the projects.

## Grant Outcomes

The City of Marion is committed to supporting all young people. The Youth Development Grants will contribute to providing positive opportunities in a strong, connected and inclusive community.

Applications should demonstrate how they would support:

- Program and services are delivered to and for young people through organisations that have existing youth development expertise.
- Organisations to implement initiatives, which are beneficial to young people and the community in which they live, work, study or spend their leisure time.
- Initiatives that develop opportunities for youth participation and citizenship which promote the health and wellbeing of young people
- Establish and undertake innovative projects or activities that and are in line with the City of Marion Strategic Plan (insert link to strategic plan).

## Who is eligible to apply?

Eligibility criteria is as follows:

- Any not-for-profit group, community group or voluntary association.
- Groups that are not incorporated are eligible, provided applications are made through a sponsoring body. The sponsoring body will need to provide its incorporation number and ABN.
- The project will occur in the City of Marion unless special approval has been agreed.
- Schools / educational institutions are eligible to apply, provided they can demonstrate that:
  - The project does not form part of the core business of the Department for Education and Child Development.
  - Alternative funding sources are not available from the Department for Education and Child Development for the project.
  - It is meeting an identified need that is not limited to the school environment. Preference will be given to projects that show clear evidence of a partnership with one or more organisation(s) in the implementation of the project and demonstrate how the project will have benefits to the wider youth population.

Due to the competitive nature of the program, all potential applicants are requested to attend the Youth Development Grants Information Session or to contact the Youth Development Officer to discuss their project and ensure it meets the requirements.

Applicants are strongly encouraged to refer to the City of Marion Strategic Plan prior to completing an application.

## What makes a project ineligible?

The following will render an application ineligible:

- The project has commenced.
- Commercial or political activities
- Individual, private, political or commercial enterprise
- Ongoing operating costs of the organisation or costs not directly related to project delivery.
- Retrospective costs (any money spent before a grant is approved).
- Payment of salaries (facilitator/instructor fees will be accepted).
- Fundraising or sponsorship.
- Projects that duplicate an existing or similar project/service within the community.
- Interstate or overseas travel.



- Academic research or conference costs.
- Organisation that have an outstanding debt owing to council. *Please note that this does not apply to organisations that have a loan with council and are complying with the repayment terms.*

## How are applications assessed?

The City of Marion reserves the right to provide funding at its sole discretion, however in order to assess applications the following process will be undertaken:

- Applications will be assessed against eligibility.
- Applications will be assessed in accordance with grant schedule and available funds.
- Applicants may be requested to provide supporting information and documentation.

Each application will be assessed against the following criteria:

- The impact and value the project will have for young people 12-25 years in the City of Marion.
- Demonstrate working collaboratively and/or in partnership with other organisations or services.
- The health and wellbeing of young people will be enhanced, with ongoing benefits for young people beyond completion of the project.
- Project has clearly stated aims and objectives.
- Evidence of youth engagement in the design, planning and delivery of the project.
- Organisations that contribute their own resources to the project including in-kind, and volunteering will be highly considered.
- Increasing volunteering opportunities
- Demonstrated links to the CoM strategic plan

The Medium and Major category will be further assessed against the following criteria:

- Innovation
- Strength of the budget
- Quotes submitted where relevant
- Risk management (regarding the delivery of the project), complete a risk assessment template for all applications over \$10,000.
- Identified key partners
- Background information on why the project is important and any relevant research and data to support the application

## Financial reporting and project evaluation

Applicants will be required to submit a report and acquittal form online. This form is due one month after the completion of the project or by 30th June 2019, whichever is earlier. Evidence of expenditure of the grant must be provided – all receipts must be attached to the acquittal.

The acquittal statement verifies that the grant funding has been utilised in accordance with the project budget provided in the application form. Final acquittal of the grant requires a statement of income and expenditure for the project, which must be certified by an authorised signatory of the organisation.

The Evaluation Form provides valuable feedback to the City of Marion on how your project and community have benefited from the Youth Development Grants Program.

## Terms and Conditions

1. Applications close at midday, 4 June 2018
2. Projects must be delivered by 30 June 2019
3. Acquittals must be completed and returned to the City of Marion no later than one month from the completion of project or by the 31 July 2019 whichever is sooner.
4. The funds provided must be used for the approved project as detailed in the grant application.
5. Applicants must demonstrate that any purchase of equipment or materials is used solely for the project.
6. Any changes to the project that would result in funding being expended other than as detailed in the application may not be undertaken without prior written approval by the City of Marion.
7. The City of Marion is to be given written or printed acknowledgement of the funding in all correspondence, media releases, invitations and any advertising or promotional material.
8. The City of Marion logo will be supplied and is to be applied to all advertising and promotional material including banners, posters, leaflets, etc.
9. The City of Marion will reserve the right to separately promote any funded project.
10. The City of Marion is to be given verbal acknowledgement of the funding in any speeches at events.
11. Applicants will be responsible for obtaining any relevant approvals including use of council land and road closures. View the following link: <https://www.marion.sa.gov.au/things-to-do/parks-and-playgrounds/events-in-parks> .
12. Projects must meet legal, child protection and insurance requirements set by State and Commonwealth legislation. For further information visit the website regarding Child related employment screening <http://www.dcsiscreening.sa.gov.au/>
13. Groups that are not incorporated are still eligible, provided applications are made through a sponsoring body.
14. The applicant / sponsoring body must provide their incorporation number and ABN. If the applicant / sponsoring body does not have an ABN the Statement by Supplier form must be completed, available on the City of Marion website.
15. Funds must be made payable to the applicant / sponsoring body. If successful, a cheque will be made to the nominated organisation in Section A of the application form or unless otherwise stated.
16. Any part of the grant funds that are not used must be repaid to the City of Marion unless prior written approval is obtained.
17. It is the responsibility of the applicant / sponsoring body to obtain all necessary insurances and the City of Marion will not be held liable for any matter arising out of this grant.
18. It is the responsibility of the applicant / sponsoring body to indemnify and keep indemnified the City of Marion, its employees and agents, against all actions, costs, claims, charges and expenses whatsoever which may be brought or made to claimed against them or any of them out of or in relation to the project.