YOUTH DEVELOPMENT GRANTS GUIDELINES

CITY OF MARION

VOICE IT! CREATE IT! DO IT!

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Introduction

The **purpose** of the City of Marion Youth Development Grants is to support not-for-profit groups to deliver exciting, well-managed and relevant projects, programs and activities whilst strengthening connections for young people in our community.

Applications should reflect and support the following reports and policies:

- City of Marion Youth Engagement and Consultation Report key findings.
- City of Marion Community Vision and Strategic Plan.
- City of Marion Equity, Access and Inclusion Policy Statement.

Applications are invited from organisations with the expertise and local knowledge to provide diverse and inclusive opportunities that are accessible as possible for all groups, including people of various genders, ages, sexuality, cultural backgrounds, religious beliefs and those living with disability.

Support with your application

Applicants are strongly encouraged to refer to the Grant Guidelines and the document links above BEFORE considering an application. Due to the competitive nature of the program, all potential applicants are invited to attend the Youth Development Grants Information Session or to contact the Youth Development Officer to discuss their project to ensure it meets requirements, before submitting an application.

Youth Development Officer:
Phone 08 8375 6600 or email council@marion.sa.gov.au (using the subject title 'Youth Development Grants').

All information relating to City of Marion grants including key dates and previously successful recipients can be found on the City of Marion Website and our Youth Development Facebook page.

Applications are prepared using our online application tool, where you can complete and submit your Application Form.

To be eligible

- Applications are encouraged from incorporated not-for-profit organisations and groups.
  NOTE: Groups that are not incorporated need an incorporated body that is willing to accept the funds on behalf of the non-incorporated body and accept responsibility for the funding of the project.
- Applications must include completed financial information and necessary quotations.
- Schools/educational institutions are eligible to apply, provided they can demonstrate:
  - The project is delivered OUTSIDE of normal school hours, this includes external facilitators conducting programs and activities within schools.
  - The project is meeting an identified need that is not limited to the school environment and demonstrates how the project will have benefits to the wider youth population.
  - The project does not form part of the core business of the Department of Education and Child Development.
  - Alternative funding sources for the project are not available from the Department of Education and Child Development.

The following will make an application ineligible

- Funding for individual, private, political or commercial enterprise or activities.
- Fundraising or sponsorship (may be eligible through our Donations and Sponsorship Grants).
- Ongoing operational costs, core business, salaries or costs not directly related to project delivery.
- Payment for facilitators/instructors (unless it is clearly demonstrated that required expertise cannot be sourced internally).
- Projects that duplicate an existing or similar project within the community (need already being met).
- Projects implemented outside of the City of Marion council boundaries (unless the activity clearly demonstrates significant benefits to the participants, being City of Marion's young people).

- The project has commenced or retrospective funding (money spent before a grant is approved).
- Funding for academic research or conference costs, interstate or overseas travel.
- The organisation has an outstanding acquittal or debt owing to Council. *Please note this does not apply to organisations that have a loan with Council and are complying with the repayment terms.*

Ineligible applications will not progress to the assessment stage.

Funding

- Applicants may apply for funding up to $10,000.00.
- Applicants may apply for more than one grant by submitting a separate application for each project, demonstrating clear distinctions between the projects.
- Multi-year Grants:
    - Applicants may apply for ongoing funding for up to three years of annual project delivery, subject to criteria being met.
    - We strongly encourage multi-year grant applicants to discuss their project with the City of Marion's Youth Development Officer BEFORE applying for multi-year funding.
    - To apply for multi-year funding, your organisation will need to have delivered a previously funded City of Marion Youth Development Grants project and:
        - demonstrated success in meeting the City of Marion's grant outcomes
        - submitted complete, accurate and timely acquittals and reports
    - Following the completion of a multi-year grant project, recipients will not be eligible to reapply for a Youth Development Grant for a period of 12 months.

Grant Objectives

Applicants should consider the following:

- Establish and undertake projects or activities that align with the
    - City of Marion Youth Engagement and Consultation Report's key findings
    - City of Marion Community Vision and Strategic Plan
    - City of Marion Equity, Access and Social Inclusion Policy statement.
- Initiatives, programs or services that focus on the following will be highly considered:
    - are delivered by organisations that have existing youth development expertise.
    - are addressing an identified need.
    - develop opportunities for youth participation and citizenship which promote the health and wellbeing of young people.
    - organisations that contribute their own in-kind resources to the project and encourage opportunities for volunteering.
    - demonstrate inclusivity and accessibility to the wider community where possible.
    - demonstrate evidence of youth engagement in the design, planning and delivery of the project, where possible.
    - demonstrate environmental responsibility by the organisation/group, where applicable, eg: policies or practices in place relevant to recycling, single use plastics etc.

Suggested Focus Areas

- Strengthening Youth Engagement and Participation
- Creating Safe, Inclusive and Welcoming Spaces
- Developing Creativity through Arts and Culture
- Valuing Nature and Environmental Sustainability
- Skill Development and Leadership
- Special Events and School Holiday Programs

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 and scored against grant guideline criteria.
- Applications will be assessed and scored against Youth Development grant objectives.
- Applications will be assessed and scored against the City of Marion's identified reports and policies listed throughout the guidelines.

Please note that meeting the eligibility criteria alone does not guarantee funding. The Youth Development Grants Program is highly competitive with a budget limit. The decision to award a grant is made by Council and the decision of Council is considered final.

Financial reporting and project evaluation

Applicants will be required to submit a Report and Acquittal Form online. The form is due one month after the completion of the project or 13 months from the funding date, whichever is earlier. Evidence of expenditure must be provided – **all receipts must be attached to the acquittal.**

The Acquittal Statement verifies that the grant funding has been spent 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 as well as evaluation documentation. 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. (including **photos** of your project/activity will be appreciated).

Successful applicants are required to comply with terms and conditions included in the application form.