



Youth Access Grants Program Guidelines

December 2020

myys.

middle years
and youth services.

Contents

Youth Access Grants Program Guidelines	1
Contents.....	2
Introduction	3
The needs and interests of young people living in Port Phillip	3
Purpose of the program	3
Funding streams	4
Stream 1: Get Involved Grant	4
Stream 2: Recreation Programs Grant	5
Timeline	8
Information sessions	8
Submitting your application.....	10
Required documentation.....	10
Incorporation.....	10
Auspice organisation	10
Public and Products Liability Insurance	11
Funding principles.....	11
Council priorities	11
Access and inclusion	11
Ensuring a child safe City of Port Phillip	11
Sustainability.....	12
Lobbying	12
Checklist: preparing your grant application.....	13
Stream 1: Get Involved Grant	13
Stream 2: Recreation Programs Grant	14
Appendices	15
Appendix A - Definitions	15
Appendix B - City of Port Phillip.....	17
Appendix C	18

Introduction

Youth Access Grants are open to increase access to recreational activities for young people aged 12 to 18 years in Port Phillip.

The Youth Access Grants Program 2020/22 has been developed in response to research and community consultation by City of Port Phillip, in order to address shortages of free or low-cost recreational options for young people.

The needs and interests of young people living in Port Phillip

There are more than 3,300 young people aged 12 to 17 in the City of Port Phillip. This population is increasing and is predicted to grow by 52 percent by 2041 (compared to 2016 census data).

Consultation with young people highlighted that they would like increased access to free or low-cost recreation including:

- **sporting activities** such as training, lessons, competitions and organised group sports
- **creative expression** including theatre, acting groups and art lessons
- **social activities** including meditation, mindfulness, environmental activities, movie clubs, group coding and gaming sessions.

Young people also expressed interest in activities which help others, strengthen individual positive identity, reduce social isolation and protect the environment.

Purpose of the program

The Youth Access Grants Program will:

- provide accessible and inclusive recreational opportunities for young people aged 12 to 18 in the City of Port Phillip
- enable young people to build social connections and a positive sense of self.

Funding streams

There are two funding streams available through the Youth Access Grants Program.

Table 1 Youth Access Grants Program funding streams

Funding stream	Purpose	Maximum amount
Get Involved	Funding for a young person aged 12 to 18 years who does not have financial means to participate in recreational activities.	Up to \$500
Recreation Programs	Funding for organisations to provide recreation programs for young people aged 12 to 18 years.	Up to \$20,000

Stream 1: Get Involved Grant

Get Involved funding provides up to \$500 for a young person aged 12 to 18 years who does not have the financial means to participate in recreational activities.

This stream has a brief application and approval process. The total funding pool available is \$5,000.

Funding goes directly to the organisation that applied on behalf of the young person and not the individual or family. For example, a school would receive the grant to fund a young person to participate in a camp.

Who can apply?

An organisation can apply on behalf of the young person, parent or guardian. The organisation will manage the funds.

What can the funding be used for?

Small grants of up to \$500 are available to support individuals aged 12 to 18 years in a recreational activity.

This may include:

- school camps
- sporting activities
- creative expression
- social activities.

Eligibility

The participant must be between the age of 12 to 18 and live in the City of Port Phillip.

Assessment criteria

Submissions will be assessed by a panel. Applications will be assessed against the following criteria:

Suitable purpose for application (weighting 40 per cent)

- What are the benefits for the young person?

Young people experiencing financial disadvantage (weighting 40 per cent)

Applications will be prioritised if they cater for young people who are:

- living in social housing
- from Aboriginal and Torres Strait Islander backgrounds
- from CALD backgrounds
- living with a disability
- gender diverse/non-binary.

Clear budget breakdown (weighting 20 per cent)

- Is the budget realistic?

Stream 2: Recreation Programs Grant

The Recreation Programs Grant is available to organisations to apply for up to \$20,000 with a total pool of \$110,000 per year. Grant applications can be for new recreational activities or to increase access to existing opportunities for young people.

This stream includes a detailed application and acquittal process.

Who can apply?

Organisations delivering programs to young people within the City of Port Phillip. Youth participation is a requirement in the planning of the application along with demonstrated need.

What can the funding be used for?

Provision of a free or low-cost recreation program for young people aged 12 to 18 years of age.

Eligibility

To be eligible for Youth Access Grants Program, funding applicants must:

- be an incorporated organisation, community group or be auspiced by an incorporated body
- provide an ABN or an auspice organisation's ABN
- have their own Public Liability Insurance or an auspice organisation's Public Liability Insurance with a minimum of \$20 million
- comply with legislation and regulations relating to child safety including the *Working with Children Act 2005* and the Working with Children Regulations 2016 and the Victorian Child Safe Standards (CSS)
- have complied with all terms and conditions including the submission of a satisfactory acquittal report for all previous City of Port Phillip grants
- demonstrate that the organisation is financially viable and has the experience to effectively deliver the project.

Not eligible

Youth Access Grants are not for:

- programs considered the responsibility of state or federal government or not core to council business such as school curriculum activities
- building, capital works* or facility maintenance works
- ongoing staff salaries or administration costs not specific to the project
- retrospective funding
- programs not targeting 12 to 18 age group living in the City of Port Phillip
- individuals (unless auspiced by an organisation).

* Capital works are defined as projects undertaken to create a new permanent asset or space, or to permanently change the use, function or layout of an existing asset or space.

Assessment criteria

Submissions will be assessed by an internal panel, against the following criteria:

Community need and benefit (weighting 30 per cent)

- Has a need for the program been clearly demonstrated?
- How effectively will the program meet this need?
- What benefits will the program deliver to young people?

Projects will be prioritised if they cater for young people who are:

- living in social housing
- from Aboriginal and Torres Strait Islander backgrounds
- from CALD backgrounds
- living with a disability
- gender diverse/non-binary.

Capacity of the organisation to deliver on project outcomes (weighting 30 per cent)

- Proven track-record and experience (similar work undertaken)
- Necessary resources to effectively deliver the project
- The program must adhere to the restrictions during the COVID-19 pandemic.

Planning and management (weighting 30 per cent)

- How will the project be planned, managed, implemented and evaluated?
- Clearly defined project aims
- Clearly identified target group
- How will young people be recruited and supported to participate?
- Realistic timelines
- Does the budget reflect value for money?
- No more than 20 per cent of any grant is retained for organisational overheads.

Youth participation and consultation (weighting 10 per cent)

- Were young people consulted and involved in the design of the program?

Timeline

This is a rolling grants program that can be applied to at any time until the funding has been expended for each financial year. Applications will be assessed by a panel each month, except for December. It will take up to four weeks before successful applications receive funding due to procurement processes.

Table 2 Youth Access Grants Program timeline

Activity	Scheduled date
Applications open	Monday 26 October, 2020
Information sessions	Wednesday 4 November, 1.30 pm to 2.30 pm Monday 9 November, 2 pm to 3 pm
Application assessed	<p>Due dates for 2021:</p> <ul style="list-style-type: none"> • 12 noon, Wednesday 13 January • 12 noon, Wednesday 10 February • 12 noon, Wednesday 10 March • 12 noon, Wednesday 14 April • 12 noon, Wednesday 12 May • 12 noon, Wednesday 9 June • 12 noon, Wednesday 14 July • 12 noon, Wednesday 11 August • 12 noon, Wednesday 8 September • 12 noon, Wednesday 13 October • 12, noon, Wednesday 10 November <p>There is no grant round in December.</p>
Applicants emailed funding outcome	Up to two weeks from assessment.
Funds issued to successful applicants	Up to two weeks from notification.

Information sessions

If you have any access requirements to participate in these information sessions, please contact the Youth Development and Planning Officer on youthaccessgrants@portphillip.vic.gov.au

Table 3 Youth Access Grants program information sessions

Information session RSVP	Scheduled date
Information session 1	Wednesday 4 November, 1.30 pm to 2.30 pm
Information session 2	Monday 9 November, 2 pm to 3 pm

For future information session dates on the Youth Access Grants Program, check the [grants](#) website.

Submitting your application

All applications are made online through City of Port Phillip's Smarty Grants.

- [Smarty Grants registration](#)
- [Help guide for applicants](#)
- [Applicant frequently asked questions](#)

If you require assistance to complete your online application, please contact the Youth Development and Planning Officer on youthaccessgrants@portphillip.vic.gov.au

Required documentation

Applicants for Stream 2 need to provide the required documentation with their application.

Incorporation

Applicants must be incorporated or hold another legal entity status. Incorporation is the most common way to provide a community group status as a legal entity.

If you are not incorporated and would like to become incorporated, you may contact the Office of [Consumer Affairs Victoria](#) or phone [1300 558 181](tel:1300558181) for more information.

If your group is not incorporated and does not wish or is unable to become incorporated, you may apply through an auspice organisation.

Auspice organisation

An auspice is any organisation that is incorporated, holds current public and products liability insurance and agrees to take responsibility for your grant. Any legally constituted body may act as an auspice organisation to partner with, apply for or manage funding on behalf of another non-incorporated organisation or individual.

If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant.

A letter confirming the auspice arrangement must be attached to your funding application. Any auspice fees can be included in your grant budget. Examples of an auspice include:

- local neighbourhood houses
- a community organisation you have worked or partnered with
- a peak body or governing association of your field
- organisations with a similar mission and purpose.

Public and Products Liability Insurance

City of Port Phillip requires applicants to hold current Public and Products Liability Insurance to protect themselves against legal liability for a third party's injury, death or damage to property caused by an occurrence in connection with the applicant's activities. This is proven by providing a valid Certificate of Currency for Public Liability Insurance.

Applications may be submitted without current Public Liability Insurance on the condition that it is purchased and a certificate of currency is provided once the grant is successful.

You may apply through an auspice organisation if your group does not wish to purchase insurance.

Funding principles

Council priorities

Applicants must demonstrate consistency with Direction One of the [Council Plan 2017-27](#): We embrace difference, and people belong.

- A safe and active community with strong social connections
- Access to services that support the health and wellbeing of our growing community
- Community diversity is valued, supporting social inclusion and resilience

Access and inclusion

City of Port Phillip is committed to equitable participation and engagement, ensuring access and inclusion to all of its services and programs for people with disability. All grant applicants are encouraged to consider how their organisation and project will be accessible and inclusive of people with disability.

Information on organising an accessible and inclusive event can be found on the [event accessibility checklist](#).

Ensuring a child safe City of Port Phillip

City of Port Phillip has zero tolerance for child abuse and we are a committed [Child Safe organisation](#). Our commitment is to ensure that a culture of child safety is embedded across our community to safeguard every child and young person accessing City of Port Phillip.

All grant applications that work directly with children and young people are required to comply with legislation and regulations relating to child safety including, but not limited to, the:

- *Working with Children Act 2005*
- Working with Children Regulations 2016
- [Victorian Child Safe Standards](#) (CSS).

Sustainability

City of Port Phillip has committed to improving sustainability through its [sustainable strategies](#), *Don't Waste it!* and *Act and Adapt*.

Applicants are advised to avoid the following:

- balloons
- single use plastic bags and straws
- single use crockery and cutlery that cannot be recycled.

Applicants are encouraged to consider how they can reduce their impact on the environment by implementing the following:

- avoiding the use of disposable decorations
- reducing power consumption
- utilising eTicketing
- promoting public transport, walking and cycling
- sharing resources with other organisations or project supporters
- washing crockery and cutlery rather than using disposable items
- encouraging reusable coffee cups
- providing drinking water to reduce the use of plastic bottles
- composting organic waste.

Lobbying

Canvassing or lobbying of councillors, employees of City of Port Phillip or assessment panel members in relation to the grant is prohibited.

Checklist: preparing your grant application

Stream 1: Get Involved Grant

Use this checklist for the preparation necessary to apply for Stream 1: Get Involved.

- Read the Youth Access Grants Program Guidelines
- Check eligibility for the grant:
 - Is the young person you are applying for aged between 12 to 18 years?
 - Do they live in the City of Port Phillip?
 - Refer to Appendix C for Terms and Conditions
- Check-in with the Youth Development and Planning Officer about the suitability of your application by emailing youthaccessgrants@portphillip.vic.gov.au
- Login in or register with [Smarty Grants](#) to create your application

Stream 2: Recreation Programs Grant

- Use this checklist for the preparation necessary for organisations to apply for Stream 2: Recreation Programs.
- Read the Youth Access Grants Program Guidelines
- Check eligibility for the grant:
- Are you an incorporated legal entity?
 - Do you have appropriate insurance for this project?
 - Do you comply with legislation and regulations relating to child safety including the *Working with Children Act 2005*, *Working with Children Regulations 2016* and Victorian Child Safe Standards (CSS)?
- Note the individuals who are not eligible to apply. Refer to:
- Appendix A for definitions
 - Appendix B for map of Port Phillip municipality
 - Appendix C for Terms and Conditions
- If you are being [auspiced](#), obtain from your auspice organisations the following:
- incorporation number
 - GST status
 - ABN
 - financial statement
 - current Public Liability Insurance
 - letter of support.
- Check in with the Youth Development and Planning Officer about the suitability of your program idea by emailing youthaccessgrants@portphillip.vic.gov.au
- Login in or register with [Smarty Grants](#) to create your application.
- Consider accessibility and sustainability in the guidelines.
- Review the assessment criteria in the guidelines.
- Complete budget and include any in-kind contributions.
- Obtain all mandatory supporting evidence and submit with your application including a recent annual report or annual financial statement submitted to Consumer Affairs.

Appendices

Appendix A - Definitions

ABN (Australian Business Number)

The Australian Business Number is a number used to identify a business or organisation for tax and Australian Government purposes. An ABN for the organisation or for the auspice organisation must be provided in the grant application.

Acquittal report

An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the funding agreement. An acquittal report usually consists of a written report that summarises project outcomes in relation to project objectives. It also provides a financial statement detailing how the funds were spent. Organisations that do not submit their acquittal report will be listed and may not be eligible for further funding from City of Port Phillip.

Auspice

Any legally constituted body may act as an auspice organisation to partner with, apply for or manage funding on behalf of another non-incorporated organisation or individual. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant.

Conflict of interest

A conflict of interest occurs if a member of the grants assessment panel has something to personally gain from the grant application. It also extends to providing family and close friends with preference.

Council

The City of Port Phillip is defined as a geographical area and also the entity that has the authority to make decisions on behalf of the City of Port Phillip.

Funding deed

A funding deed is a formal document stating the purpose of the funding, the financial amount, and the conditions attached to the grant. It also defines the rights and responsibilities of the grant recipient and Council.

Once signed, recipients are under a legal obligation to comply with the stated terms and conditions. A funding deed will be issued to successful applicants for amounts over \$2,000.

Grant

A grant is a sum of money awarded to an organisation for a specified purpose.

GST (Goods and Services Tax)

Organisations are strongly encouraged to establish their responsibilities in relation to their GST status and indicate on the application form what that status is. Successful organisations with an ABN and registered for GST will receive a Recipient Created Tax Invoice for their grant, plus 10 per cent GST.

Successful organisations with an ABN and not registered for GST will not receive their grant.

Incorporated organisation

An organisation that is a legal entity and has a legal structure is Incorporated. The organisation must be registered with Consumer Affairs Victoria. For more information please contact Consumer Affairs Victoria or phone 1300 558 181.

In-kind contributions

An in-kind contribution is the 'non-cash' contribution made by the applicant that can be allocated a financial value, such as volunteer services. Applications with in-kind contribution will be viewed favourably.

Non-compliant

An organisation may be deemed non-compliant in the circumstances that the recipient:

- failed to meet terms and conditions of funding deed
- is insolvent
- is under legal investigation
- failed to lodge a satisfactory acquittal – a satisfactory acquittal demonstrates that the selection criteria of the program were met, and the financial expenditure of the project was spent appropriately and unspent funds returned to Council
- did not complete the project and failed to lodge an acquittal
- completed the project and failed to lodge an acquittal.

Not for profit (NFP) organisation

This is an organisation that does not distribute any profit to an individual, its members and or shareholders. Any profit from the organisation will be directed back into the organisation and its activities.

Objectives or aims

An objective or aim states the overall goals of the project.

Outcomes

Outcomes describe the specific results of the project.

Project Variation Report

A Project Variation Report is to be submitted ONLY if there is to be a substantial variation or change to the project from the initial project application. Funded organisations wishing to submit a Project Variation Report must first contact the Youth Development and Planning Officer.

Youth Access Grants Program assessment panel

The panel is made up of Council representatives from Youth Services and Community Grants. Care is taken to ensure that representatives do not have a conflict of interest in assessing and recommending grants for funding.

Appendix B - City of Port Phillip

To view a digital map of Port Phillip, please use [Google Maps](#).

Appendix C

Stream 1: Terms and Conditions

- Funding of up to \$500 is available once per financial year.
- Participants must maintain a satisfactory attendance record and accept Terms and Conditions of nominated recreation activity.
- Council will not be liable for any injuries sustained.
- The funding will go directly to the organisation who applied on behalf of the young person. They will manage the funding for the participant.
- Organisations must ensure that recreation providers meet legislation and regulations requirements relating to child safety before enrolling young people in activities. This includes the *Working with Children Act 2005*, *Working with Children Regulations 2016* and *Victorian Child Safe Standards (CSS)*.
- Funding is not refundable.
- Successful grant applicants and recreation providers must adhere to all government restrictions during the COVID-19 pandemic.

Stream 2: Terms and Conditions

- If your application is successful, you will be required to sign and return the Conditions of Funding Agreement.
- Funded organisations must provide a Project Acquittal Report four weeks after completion of the project. All reports are to be submitted online with [Smarty Grants](#).
- All successful grant applicants will need to adhere to all government restrictions during the COVID-19 pandemic and provide a safe method of delivery during restrictions; for example, an online program.
- Organisations holding a launch or event for the project for which they have been funded and are planning to invite the Mayor, Councillors or Council Officers are required to ensure their invitation is sent at least four weeks before the event. The relevant Council officer must be notified of this invitation. Events must also adhere to all government restrictions during the COVID-19 outbreak.
- Funded organisations are required to acknowledge City of Port Phillip in all promotional or publicity material for the funded project. The logo must be applied in adherence with the style guide.
- Funding requires compliance with specific conditions prior to payment and verification of ABN and GST status.
- The funded organisation must comply with all relevant laws and conditions. Significant State and Commonwealth legislation include:
 - Consumer Affairs Victoria
 - Charter of Human Rights and Responsibilities Act 2006
 - Child Safe Standards
 - Disability Discrimination Act 1992
 - Equal Opportunity Act 1995
 - Fair Work Act 2009
 - Privacy and Data Protection Act 2014
 - Public Liability Insurance
 - Racial and Religious Tolerance Act 2001
 - Victorian Disability Act 2006
 - Volunteer Personal Accident Insurance
 - WorkSafe Victoria