

# Youth Week Grant Guidelines

November 2021



**As part of City of Newcastle's (CN) recognition of the value that Young People contribute to our city, CN has allocated \$9,000 for a grants program to celebrate National Youth Week from the 4 – 14 April 2022.**

### The basics are:

Grant Strand	Application Amounts	Eligible organisations	Funding For
Youth Week Grants	\$1,000 per applicant – Multiple applicants may apply in partnership, up to \$3,000 for one Activity	For profit and not for profit organisations, Individuals or unregistered organisations require auspicing from a registered organisation.	Activities held during Youth Week, 4 – 14 April 2022

### Timeline

Youth Week Grant applications open	8 November 2021
Youth Week Grant applications close	31 January 2022
Assessment	8 February 2022
Notification of Outcome	18 February 2022
Payment of Grant	Within two weeks of signed agreement and supply of invoice
Delivery of Project	4 to 14 April 2022
Acquittal Reporting	29 May 2022

### How to Apply

Please read through this guidance document prior to commencing your application. An application to the Youth Week Grant is to be completed online through [Smarty Grants](#).

# 1. Youth Week Grants

## 1.1 Objective

To support the delivery of Activities in the Newcastle Local Government (LGA) that celebrate Youth Week and the contribution young people make to our community.

The theme for Youth Week can be found at the NSW Youth Week website:

[www.youthweek.nsw.gov.au](http://www.youthweek.nsw.gov.au).

## 1.2 Amount Available

The grant is capped at a maximum of \$1,000 excluding GST per applicant. Multiple applicants, working in partnership, may apply for funding for the same event, to a maximum of \$3,000 per event.

## 1.3 Eligible Organisations

Applications are invited from for profit and not for profit organisations who operate in the Newcastle LGA. Individuals or unregistered organisations require auspicing from a registered organisation.

## 1.4 Eligibility Criteria

- 1.4.1 The Grant is for activities that take place in the Newcastle LGA during Youth Week, 4 – 14 April 2022.
- 1.4.2 The Activity must be for young people aged 12 – 25 years.
- 1.4.3 Applicants may apply for up to \$1,000 excluding GST per applicant.
- 1.4.4 Multiple applicants may apply for funding for the same event, to a maximum of \$3,000 per event. For multiple-party applications, all parties must submit an application during the same intake round and signify the partnership arrangement as part of the application.
- 1.4.5 All Activities must comply with current COVID-19 public health orders and government requirements, advice and guidelines.
- 1.4.6 All Activities must be free entry.
- 1.4.7 Project delivery, including expenditure of funds from CN, must be completed in accordance with the above timeline.
- 1.4.8 Applicants must have the appropriate level of insurance (at least \$20 million for Public Liability) for the Activities that are the subject of this funding request.
- 1.4.9 Applicants must provide relevant supporting documentation as requested in the application form.
- 1.4.10 Applicants must issue an invoice for the approved funds following notification of success.
- 1.4.11 All previous Grant Acquittals must be completed to CN's satisfaction.
- 1.4.12 Applicants must have no outstanding debts to CN.
- 1.4.13 Applicants must not have received any other CN support (cash or in-kind) for the Activity.

### Examples of an eligible application

An all-ages live music event supporting emerging youth artists.

An art workshop for young people.

A sporting event aimed at young people.

A multicultural event aimed at young people.

An employment pathways event for young people.

In all examples, fees up to limits in specified above are paid. The organiser may contribute any further fees applicable.

### 1.5 The following are ineligible for funding

- 1.5.1 Any application that requires development consent.
- 1.5.2 Activities that take place outside the Newcastle LGA.
- 1.5.3 Activities that are not explicitly targeting young people, aged 13 – 25.
- 1.5.4 Late or incomplete applications.
- 1.5.5 Any government department (local, state or federal).

### 1.6 Assessment Criteria

Criteria	Criteria Description	Weighting
1	The Activity directly benefits young people in the Newcastle LGA.	20%
2	The Activity involves young people in the planning, implementation and evaluation process.	20%
3	The Activity meets the Youth Week objectives and highlights this year's theme (visit <a href="http://www.youthweek.nsw.gov.au">www.youthweek.nsw.gov.au</a> for more information).	20%
4	The Activity engages with the Newcastle Youth Council in planning, implementation and/or evaluation, and the Newcastle Youth Council is acknowledged on all promotional material.	20%
5	The activity has an appropriately costed budget and the applicant organisations have the capacity to deliver the project.	20%

## 2. Assessment Process

- 2.1** The Relevant CN Officer will conduct a preliminary assessment of applications and those deemed to meet the eligibility criteria will be assessed by the Assessment Panel against the Assessment Criteria outlined in these Guidelines.
- 2.2** The Assessment Panel will comprise members listed in Annexure A.
- 2.3** Each individual involved in the assessment and approval of applications must comply with CN's Code of Conduct which includes the provisions covering Conflicts of Interest.
- 2.4** The Assessment Panel may meet via an on-line meeting or conference call. The outcome of the Panel's assessment will be recorded and retained in CN's records management system.
- 2.5** Even if an application meets all the eligibility and Assessment Criteria, it may not be supported due to the competitive field of applications ranking more highly.
- 2.6** Assessors may consider other available information regarding the Applicant, its services and Activities including details of previous Projects.

## 3. Notification of Funding Agreements and Payments

- 3.1** All Applicants will be notified of the outcome of their application.
- 3.2** Successful Applicants will be required to complete a Funding Agreement. The Funding Agreement will include conditions and reporting requirements. Special conditions may be placed upon your funding at the Assessment Panel's discretion.
- 3.3** Awarding of funding from CN via a Funding Agreement in no way implies any ongoing funding commitment or obligation by CN including for payments for works delivered outside of the nominated period in which the Project was agreed to be completed.
- 3.4** Awarding of a Funding Agreement does not imply that CN has given any other consent. Applicants should note that many activities require approvals and consents from CN, NSW Police and other state government agencies and that they are wholly responsible for obtaining such approvals. The failure to obtain approvals will void the Funding Agreement and may result in funding being revoked even where works have been completed.
- 3.5** Upon returning the signed Funding Agreement along with a Tax Invoice and copies of relevant insurances your payment will be released into your nominated bank account.
- 3.6** CN will require all successful recipients to publicly acknowledge CN as a supporter of the Activity / Project. This requirement will be included in the Funding Agreement and evidence will be requested in the Acquittal Report.
- 3.7** The Acquittal Report will require the verification of expenditure using CN (public) funds. This entails the provision of receipts or copies of monetary transfers to suppliers where these were nominated to be paid for by The Grant from CN.

## 4. Acquittal Report

- 4.1** Successful Applicants must provide a final Acquittal report to CN by 29 May 2022.
- 4.2** The information required will be specified in the Funding Agreement and may include:
  - 4.2.1** Final accounts or evidence of appropriate payments as per The Grant – that fees outlined in the application budget were spent as outlined.
  - 4.2.2** Evidence of how CN was acknowledged during the Project.
  - 4.2.3** Photographic evidence of the Activity (minimum 2 x high resolution images with permission obtained by any one recognisable in the image).
  - 4.2.4** Formal advice of funds not spent (funds not expended for the purpose outlined in the application must be returned to CN).
- 4.3** Information provided in the Acquittal Report may be used by CN for promotional or reporting requirements, including but not limited to reporting to NSW Government Department of Communities and Justice (DCJ).

## 5. Privacy

- 5.1** CN pledges to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.
- 5.2** CN is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and policies.
  - 5.2.1** Purpose: CN will use your private information only to contact you in relation to your proposal and, if approved, to contact you in relation to the approved Activity.
  - 5.2.2** Intended recipients: The information will be used by CN officers who may need to contact you in relation to your Activity.
  - 5.2.3** Supply: Voluntary.
  - 5.2.4** Consequence of Non-Provision: We will not be able to process your funding application.
  - 5.2.5** Storage and security: Your proposal will be stored in an electronic records management system and will only be available to the CN officers.

# Annexure A

## Definitions

1. **City of Newcastle (CN)** means Newcastle City Council.
2. **Assessment Criteria** means the method used to evaluate and measure an application.
3. **Guidelines** means the specific Grant program conditions and criteria for each separate Grant opportunity.
4. **Applicant** is a registered organisation applying for funding through the Youth Week Grants program.
5. **A Project** is defined as one-off or time-limited Activity or series of linked Activities with specific goals and conditions, defined responsibilities, a budget, planning, information about the parties involved and a specific start date and end date. This can also be referred to as an **Activity**.
6. **Assessment Panel** means the panel comprising of
  - 6.1 Lord Mayor (or nominee).
  - 6.2 Director Citywide Services (or nominee).
  - 6.3 Service Unit Manager of Libraries and Learning (or nominee).
  - 6.4 Members of the Newcastle Youth Council committee.
7. **Relevant CN Officer** means the CN employee responsible for administering the Youth Week Grant.
8. **The Grant** means the **Youth Week Grant**.
9. A **Grant** is cash support provided to Applicants for a specified performance and with no expectation of commercial return to CN. A Grant seeks return on an investment through benefits to the community in some form. These benefits may include improvement in the quality of life for citizens through Activities, programs and Projects meeting identified needs.



