

Quick Response Grant Guidelines

Key dates

Quick Response Grants

Applications open.....	1 July 2018
*Closing date for applications.....	31 May 2019
Assessment of applications.....	within one week of submission
Notification of successful recipients.....	within two weeks of submission

***or when funding pool expended**

How to apply

Applications should be either emailed to tf.oya@nt.gov.au or posted to PO Box 37097, Winnellie NT 0821, with attention to the Grants and Multimedia Officer, Office of Youth Affairs.

If you need help with your application, please call the Office of Youth Affairs on (08) 8999 3862 between 8:00am and 4:00pm, Monday to Friday.

Overview

The Office of Youth Affairs administers the Youth Engagement Grants Program, which aims to provide financial support to young people, community groups and organisations enabling young Territorians to engage and participate in a variety of drug and alcohol free recreational events, personal development and leadership programs.

The Youth Engagement Grants Programs includes:

Quick Response Grants

Quick Response Grants are available all year round from 1 July to 31 May. Grants between \$500 and \$2,000 are available if either you or your organisation has an activity that you would like to attend or coordinate that aims to engage young people.

Youth Vibe Holiday Grants

Youth Vibe Holiday Grants are available for activities and events occurring during the July and December/January holiday periods. Grants of up to \$2,000 are available.

Who can apply?

Individuals

Individuals aged between 12 to 25 years can apply for a one off up to \$500 grant each financial year, per grant program.

*individuals can apply for funding under the Youth Vibe Holiday Grants, but it must be to run or assist with an event. It cannot be for personal development/leadership programs.

Organisations/Community Groups

Organisations and community groups can apply for a one off \$2 000 grant each financial year per, grant program.

Note: Organisations must be a legal entity under the *Associations Incorporated Act* as grant funding must be awarded through a legally incorporated organisation. The office may request a copy of the organisations certificate of incorporation before accepting a grant application.

We can fund

- exciting and creative ideas which provide safe and secure entertainment opportunities for young people
- programs which encourage the development of skills and attributes such as self-esteem, co-operation and trust for young people
- projects that involve young people at all levels
- travel costs associated with an event/activity
- purchase of capital equipment for organisations only that do not exceed \$500 of the total value of the grant (e.g. electronic equipment such as televisions, stereos, tablets)
- wages or salaries for course providers (e.g. instructors) which do not exceed \$500 of the value of the grant
- youth friendly engagement for and with young people

We can't fund

- organisations, community groups and individuals outside of the Northern Territory, unless the activity benefits the young people of the Northern Territory
- working with children checks or events and activities that the facilitator does not possess an Ochre Card or Exemption Authority
- payment of membership, registration or participation fees (includes visa application free and travel insurance)
- events and activities that do not have a specific youth focus
- commercial or business activities (to make a profit)
- contribute grant funding directly towards fundraising or charitable activities
- purchase of any capital equipment for individuals
- programs or activities which are political or discriminatory against another, based on their gender, culture, religion or marital status
- projects that the office considers do not represent value for money or the responsibility of other funding bodies or government agencies

Eligibility criteria

- any past grants awarded to you by this office must be fully acquitted
- applicants must provide full details of proposed projects including a detailed budget
- applications must be submitted a minimum six weeks before the activity date (QRG)

Selection process

- applications are assessed by the Office of Youth Affairs' Grants and Multimedia Officer to ensure that all questions have been completed and meet the eligibility criteria
- the Grants and Multimedia Officer then convenes a panel of two others and recommends to the Director of Community Engagement in Territory Families for those projects that demonstrate significant youth engagement outcomes and what the level of funding should be
- the Director of Community Engagement in Territory Families considers the recommendation and has the final say on successful applications

Payment of funding

Grant payments will be processed on receipt of a signed Grant Agreement, completed Vendor Creation/Amendment Form and completed Statement by Supplier Form (individuals only). This process is managed by Territory Families Procurement Team on behalf of the Office of Youth Affairs.

Please note, if you fail to return the above documents within four weeks of the successful notification being sent from the office, the funding offer may be withdrawn.

Benefits for us

The Office of Youth Affairs within Territory Families actively seeks opportunities to promote programs to individuals and communities in the Northern Territory.

Conditions of funding

Grant recipients must abide by the following conditions:

- grant recipients will enter into a funding agreement before the grant can be deposited into a bank account, so it's important to remember that when the funding agreement for the grant is signed, successful applicants will be legally obliged to complete the activity
- if the activity does not occur within the timeframe agreed in the funding agreement, the funding must be returned to the office, but a change in date or venue may be considered but must be negotiated with in the office in writing prior to the original date of the event
- upon completion of the activity, grant recipients must provide a written evaluation report and copies of any promotional materials within six weeks following the date of the event
- grant recipients will be responsible for promoting and advertising the activity, which must acknowledge NTG sponsorship and the NTG logo can be provided for this purpose
- grant recipients will be solely responsible for the success of the activity
- grant recipients will acknowledge that the office accepts no responsibility for the activity, irrespective of the funding provided to support the activity
- grant recipients may be required to have and keep in place, a public liability insurance policy with a recognised insurance provided and you may be asked to produce a copy of the policy within 14 days of a request to do so
- if the activity involves a public event, grant recipients have a legal and moral obligation to plan properly to avoid risks of injury that might reasonably be expected to occur to the patrons and workers at those events but if you do not take proper precautions, then anyone injured could be successful in any legal action taken against the organisers
- grants may be subject to tax under the provisions of the Income Tax Assessment Act, Tax is the responsibility of the grant recipient

Privacy notice

If an applicant is successful, some of the information in the application form may be publicly released for the purpose of promoting and reporting the event. Information may be distributed via media released issued by Territory Families or the Minister for Territory Families, promotional materials developed by Territory Families and through government websites.