

# Youth Engagement Grants Program

**National Youth Week - 31 March to 9 April 2017**

## Grant Evaluation and Financial Acquittal Form

The grant evaluation and financial acquittal form is due four weeks (7 May 2017) after National Youth Week.

Please note, if you do not thoroughly acquit the National Youth Week grant funding you received within the four week period, you may not be eligible for future funding through the Office of Youth Affairs.

Name of applicant/organisation:	
Postal address:	
Name of person organising the activity:	
Position title:	
Name of activity:	
Date/s of activity:	
Telephone:	
Email:	

**1. Please provide a brief overview or description of your activity.**

Please attach additional pages if necessary. Minimum 100 words.

**2. Were young people actively consulted and/or involved in the planning and implementation of this activity? If so, how many and how? If no, please explain why.**

Minimum 50 words.

**3. Describe the feedback from young people on their level of satisfaction regarding their involvement in the planning and/or organising of your activity?**

Minimum 50 words.

**4. How many young people (aged 12-25 years) participated in and/or attended the activity? (Please provide a demographic breakdown)**

Young people involved in planning and staging the activity include, youth advisory group members, performers, food preparers/servers, facilitators, ect.

Young people attending/participating in the activity are the audience members and workshop participants.

Please provide only the numbers of young people aged 12-25 years

Number of young people assisting with planning and staging the activity:

Number of young people attending/participating in the activity:

**Total young people**

**Gender**

(F)

(M)

(F)

(M)

**Average age**

**Age range**

**Indigenous**

**Remote/rural**

**CALD**

**Disability**

**Homeless or at risk of homelessness**

**GLBTI**

**Experiencing mental illness**

**In out-of-home-care**

**Young careers**

**Other (please specify)**

**5. Were any specific groups targeted for your activity e.g. specific age group, specific cultural background, and specific interests? If so, please provide an overview.**

**6. Describe the feedback from the young people on their satisfaction with the activity or about National Youth Week in general. Please include quotes.**

**7. Provide your own feedback as an organiser on what worked, what didn't and what could be done differently next time.**

**8. Do you think that community awareness of young people and of youth issues was increased through National Youth Week activities? If so, how?**  
Minimum 30 words.

**9. Please provide feedback on the National Youth Week promotional material (including merchandise)**

**10. Did you acknowledge the Northern Territory/Australian Government's sponsorship in accordance to the guidelines?**

Yes

No

**What promotional material was produced and where was it distributed?**

Please provide copies of flyers, advertisements, posters, photos ect with this evaluation.

**11. Have you attached an electronic artwork to this evaluation and acquittal form?**

Your electronic artwork could include drawings, paintings, photographs, digital art, collages, animation, or film, ect.

Yes

No

**If yes, please also attached signed talent release forms.** For further clarification, please contact the Office of Youth Affairs.

**Have you attached signed talent release forms for all the electronically still (photo), moving (film) or mixed media artwork attached to this evaluation and acquittal form?**

Yes

No

**12. Additional Comments?**

**13. Please detail what you spent the National Youth Week grant on. Please highlight any variations between the approved budget and your acquittal.**

<b>Item</b>	<b>Amount</b>
<b>Wages/fees (up to 25% of the total grant)</b> (please specify who's wages/fees)	
<b>Catering</b>	
<b>Hire of venue</b>	
<b>Hire of equipment</b> (please specify items)	
<b>Consumables</b> (please specify items)	
<b>Capital Equipment (up to 25% of the total grant)</b> (please specify items)	
<b>Travel</b>	
Airfares	
Accommodation	
Other (please specify)	
<b>Advertising/Promotion</b>	
Printed Collateral	
Social media	
Other (please specify)	
<b>Other</b> (please specify)	
<b>TOTAL EXPENDITURE</b>	<b>\$</b>

**TO BE COMPLETED BY RECIPIENTS WORKING IN COLLABORATION WITH PARTNERS.**

Please complete this section if you collaborated with any organisations, business or community groups to run your National Youth Week event.

<b>ABOUT THE PARTNERS</b>	
<b>Name of partner organisation:</b>	
<b>Describe the role of the partner:</b>	
<b>Postal address:</b>	
<b>Position title:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

<b>Name of partner organisation:</b>	
<b>Describe the role of the partner:</b>	
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<b>Postal address:</b>	
<b>Position title:</b>	
<b>Telephone:</b>	
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