



Northern  
Territory  
Government

# Information Kit Youth Engagement Grant Program

- Youth Vibe Holiday Grants; and
- Quick Response Grants.

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## ABOUT THE OFFICE OF YOUTH AFFAIRS

The Office of Youth Affairs (OYA) provides a whole-of-government approach to policy priorities for young people aged 12-25 years and develops effective communication links between young people, government and the wider community.

The OYA uses a strengths-based approach to consult and build partnerships with young people in their communities and to support their goals. In this role, OYA works with individuals, community organisations, Australian, Territory and Local government partners to achieve defined outcomes. This process fosters empowerment and engagement which is youth-led, with a focus on setting future outcomes which aim to become lifelong strengths and capabilities for young people.

The four main program areas OYA coordinates includes the Youth Engagement Grant Program - which includes the Youth Vibe Holiday Grant's, the Chief Minister's Round Table of Young Territorians, National Youth Week, and the development of a Youth Participation Framework for the Northern Territory.

### About the Information Kit Youth Engagement Grant Program

Each year OYA receives a lot of interest from young people and organisations wanting to run activities and events during our funding rounds. To help this happen, OYA has produced the Event Information Kit which aims to help develop your ideas to become exciting events and activities. The document outlines the grant application process, tips to make your grant application stand out, and information about organising an event or activity and much more!

## WHO CAN BE INVOLVED?

The Youth Engagement Grant Program provides an excellent opportunity for community groups, not-for-profit organisations, local businesses, community leaders and young people to collaborate and engage. In addition, it encourages local participation by strengthening partnerships through the organisation of events and activities which target young Territorians aged 12-25 years. Although everyone from across the Territory is encouraged to get involved there is a strong emphasis on supporting youth-led projects.

Messages should be inclusive and aimed at all youth in the NT, including but not limited to:

- Young parents;
- Young carers and young people in care;
- Socio-economically disadvantaged Young people;
- Young unemployed people
- Young people with a disability including, but not limited to those with a mental illness;
- Young people at risk;
- Indigenous young people;
- Young people from culturally and linguistically diverse (CALD) backgrounds;
- Young people living in remote areas;
- Gay, lesbian, bisexual and transgender young people;
- Community and youth-focused organisations;
- Educational institutions;
- Businesses; and
- General public.



***“It was nice to have a treat and go out with other young people”***

*CREATE Foundation, Munching and Movies Darwin*

## GENERAL GRANT INFORMATION

Hosting your own event is a great way to be involved during our funding rounds. All you need to do is cover the costs of running an event. If you cannot cover the costs, use this guide to assist you in applying for an Youth Vibe Holiday Grant. A copy of the grant application form is provided at **Attachment A**.

To enhance the level of involvement of young people in the planning and organisation of local activities/events you could establish a group of young people for local organisations to consult with. Your business, organisations or agency can then ensure that young Territorians are involved in the planning and running of activities/events that they're interested in!

**TIP** Remember to organise an NT Working With Children (Ochre card) for the event organisers and volunteers as it is compulsory in the NT - more information can be found at

[www.workingwithchildren.nt.gov.au/](http://www.workingwithchildren.nt.gov.au/).



## YOUTH VIBE HOLIDAY GRANT AND QUICK RESPONSE GRANT

The Youth Vibe Holiday Grant is managed by OYA and engages young Territorians through a variety of drug and alcohol free entertainment, youth development and leadership activities. The four grant rounds under this program are the December/January period, June/July period, Quick Response Grants and National Youth Week Grants. The Youth Vibe Holiday Grant and National Youth Week grant rounds have two funding opportunities mini grants (up to \$500) and major grants (\$501 to \$2000) available to individuals, groups, clubs, organisations, and businesses throughout the NT for youth-related activities. To receive a grant amount over \$501 applicants must be incorporated or have the support of a sponsoring body that is incorporated.

***“It was an awesome night”***

*Somerville, Skate Park Katherine SK8D8*

The Quick Response Grant aims to assist young Territorians to access a variety of youth initiated events and personal development programs. If the activity/event falls outside our funding rounds organisations can apply for up to \$2000 under the Quick Response Grants Program and individuals between the ages of 12 - 25 years can apply for a one off \$500 grant each financial year.

The grant application and evaluation process is outlined below:

- the Youth Vibe Holiday Grant rounds will be open to receive applications;
- an independent Assessment Panel comprising of young people will evaluate each application against the grant guidelines;
- successful applicants will be notified by the minister;
- events and activities **must be** during the funding period;
- successful grant recipients must recognise the Northern Territory Government sponsors in any advertising they create; and
- acquittal and evaluation forms should be submitted to OYA within six weeks after the event or activity.

Each grant round is very competitive! It is important to read this document and the Grant Guidelines very carefully to ensure your application covers everything.



Central Australia Territory Craft  
Canvas bag stamping workshop

## Tips for writing your Grant Application

Over the years grant applicants have contacted OYA with questions and feedback on the grant process. Check out some pointers to help guide you through the grant writing process.

1. Write as much information as you can to describe your event/activity.
2. Research on the Youth NT website.
3. Ensure your main objectives are clearly defined and can address the Grant Guidelines, which can be found at **Attachment B**.
4. Ensure you are targeting young people between the ages of 12-25 years.
5. Be clear when you explain how you think your event/activity will benefit youth in the NT.
6. Explain what you wish to achieve.
7. Have someone check your application – ask them if they think you have clearly addressed the guidelines.
8. Research the costs of running your event/activity so you do not over or underestimate how much it will cost you.
9. If you are an individual (not an organisation or incorporated entity) provide proof of support from a community group or organisation – see below information about an auspice.
10. Give yourself plenty of time to write your application and ensure it is submitted by the closing date.

Don't forget that OYA staff members are here to help and if you do have any questions about your idea, comments or feedback please get in touch.



*Darwin Quarter Horse Association, Horse Riding Camp*

### TIP

The Youth Vibe Holiday Grant December/January funding period falls during the wet season in the NT so make sure your event has an indoor/dry option.

## Do you need an Auspice?

If you are an individual (or group of friends) applying for a grant over \$501 you must have an organisation agree to assist you – this is actually much easier than it sounds! The term "auspice" means to lend support to someone. In the context of grant applications, an auspice organisation is one that actually gets given the grant money on your behalf. They also have the responsibility for making sure that the project gets completed on time and is fully acquitted after the event or activity.

***“I really liked it,  
can we do it again”***

*Drumzone activity in Alice Springs*

Many organisations in the NT would be happy to assist and auspice your grant application, but remember these organisations are generally very busy so go in prepared and make sure you give them plenty of notice.

An auspice organisation could be:

- your school;
- your local council or community centre;
- a not-for-profit organisation; or
- an organisation that you're already a member of (like a sporting club).

Phone or go personally to speak to an organisation about auspicing your grant application and get 'in principle support'. Have your grant application complete before going into the organisation again so all they have to do is sign it. That way you can submit it to the OYA straight away.

Alternatively, you can sign the application yourself if you have a letter of support from the organisation and attach it to your application. Make sure you keep the organisation up to date with your progress.

## How to submit your Application?

Once you have completed your grant application (and have the support of an auspice if required) please either by email, fax or post or hand deliver your application.

### Post:

Youth Engagement Grants Project Officer  
Office of Youth Affairs  
Department of the Chief Minister  
PO Box 4396  
DARWIN NT 0801

### Hand Deliver:

Youth Engagement Grants Project Officer  
Office of Youth Affairs  
Department of the Chief Minister  
Level 9, NT House  
22 Mitchell Street, DARWIN NT

Email: [oya@nt.gov.au](mailto:oya@nt.gov.au)

Fax: (08) 8941 5291

**TIP** Once you have submitted your application, follow up with The Office of Youth Affairs to ensure it has been received.

## Evaluation and Financial Acquittal Reports

If you are awarded a grant from OYA it is compulsory to fill out a Grant Evaluation and Financial Acquittal Form **Attachment C** within **six weeks** after your activity/event.

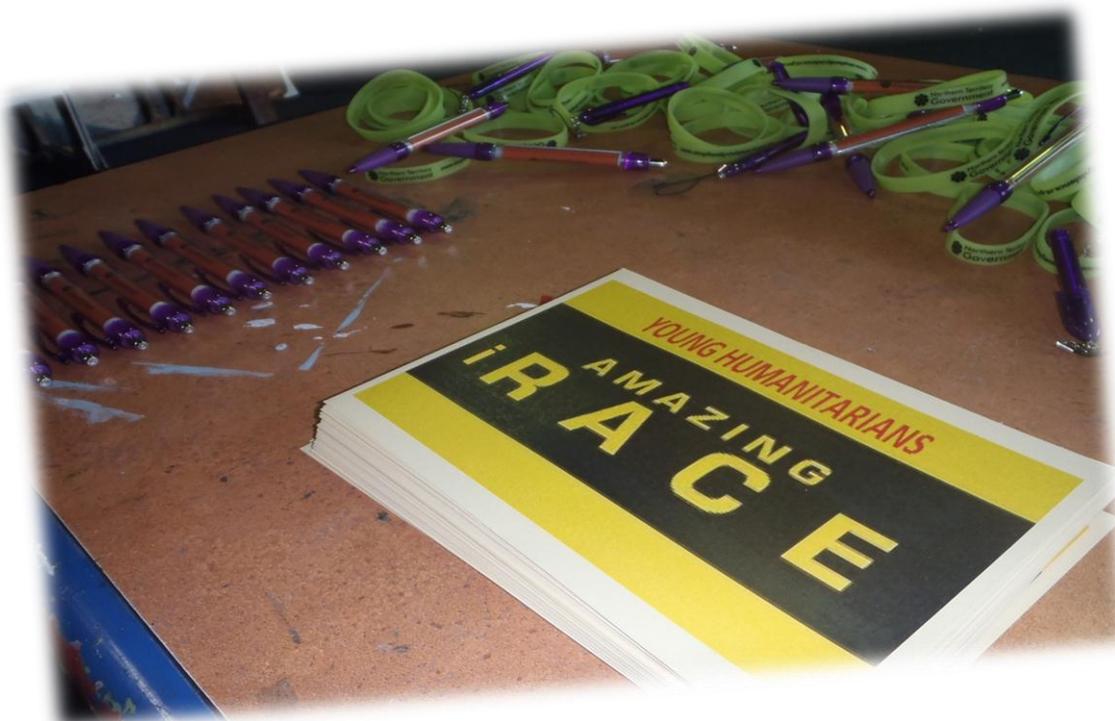
Evaluations and acquittals are important to OYA for a number of reasons, including:

- acquittal reports allow OYA to fulfil its accountability obligations;
- the reports show whether funded activities achieved measurable outcomes in the chosen area of operation and reached the targeted audience;
- the reports assist OYA to monitor and evaluate the effectiveness of the Youth Engagement Grants Program; and
- the financial section gives the NT Government information about what your grant was used for. Based on your budget you provided with your application, you should explain any differences between the proposed and actual budget.

Please remember that thoroughly acquitted grant funding may be also of advantage for any future grant applications you submit. If you have any photos, videos, participant feedback, or your event attracted media attention please add this to your acquittal and evaluation, we would love to see it! Please contact OYA prior to your event or activity) to find out about a **Talent Release Form** so we can share your photos. The Evaluation/Acquittal form can be found at **Attachment C** and is also available on the Youth NT website at the following link [http://www.youth.nt.gov.au/youth\\_grants.html](http://www.youth.nt.gov.au/youth_grants.html).

**"The experience  
was amazing"**

*City of Darwin, Make and create  
activity*



Australia Red Cross – The SHAK, Amazing Race Darwin

## SUPPORT

### How The Office of Youth Affairs can help support your Event?

Even if you were not funded from our office we are happy to promote your event/activity, as long as it is supporting young Territorians. The OYA can help promote your event/activity in a number of ways, for example:

- through OYA's Facebook and Twitter pages;
- on the Youth NT Google Calendar of Events – registration forms are available on the Youth NT website at [www.youth.nt.gov.au/calendar](http://www.youth.nt.gov.au/calendar); and
- OYA staff are more than happy to attend your event.



## FURTHER INFORMATION

Check out the websites below to get more ideas or just better informed about National Youth Week.

OYA's, Youth NT webpage

[http://www.youth.nt.gov.au/youth\\_grants.html](http://www.youth.nt.gov.au/youth_grants.html)

OYA's, Facebook

<https://www.facebook.com/YouthNT>

OYA's, Twitter

<https://twitter.com/YouthNT>

***"I had fun learning  
how to make a  
movie clip"***

*National Youth Week*

For more information please telephone the Youth Engagement Grant Project Officer on 8999 3881, email [oya@nt.gov.au](mailto:oya@nt.gov.au) or by post to GPO Box 4396, Darwin NT 0801.

**TIP** You can also promote your event in your local region, below are some suggestions:

- set up your own Facebook or social media page about the event;
- make posters and flyers with the National Youth Week and sponsor logos and distribute them;
- get in contact with youth groups;
- put a National Youth Week poster up on your local notice board; and/or
- create a media release.