

Youth Engagement Grants Program

Quick Response Grants

Guidelines

Quick Response Grant Guidelines	Summary
Successful Notification Date	4-6 weeks
Funding Available	Up to \$500 for individual/organisations or up to \$2,000 for organisations
Type of Funding	One-off funding (one per financial year)
Financial Documents	Are required within 30 days of being considered for a grant otherwise the Territory can reconsider the Agreement.
Evaluation and Financial Acquittal	You are required to submit a completed an evaluation and financial acquittal within six weeks after event/activity, otherwise you will not be considered for any other grants from our office.
Variations to Funding	Need to be reviewed and endorsed by the Office of Youth Affairs.

Overview of the Youth Engagement Grants Program

The Northern Territory Government (NTG) believes that young people are not only our investment in the future, but are an important parts of what makes the Territory a vibrant and dynamic place. The Government is committed to provide positive opportunities for all young Territorians to access suitable programs and activities. One way this can be achieved is through the Youth Engagement Grants Program.

The Office of Youth Affairs (OYA) administers the Youth Engagement Grants Program. The program aims to assist young Territorians to access a variety of youth-related events and personal development programs and activities. Young people are involved in the planning, staging and evaluation of activities that reflect their needs and interests.

There are grants for individuals up to \$500 and grants for organisation up to \$2,000, which are available to individuals, groups, clubs, organisations, and businesses throughout the Northern Territory for youth related activities. To receive a major grant applicants must be incorporated or have the support of a sponsoring body that is incorporated.

The following grants are available under the program:

- National Youth Week Grants
- Youth Vibe Holiday Grants for June/July and December/January periods
- Quick Response Grants

Quick Response Grants

The Quick Response Grants aims to assist young Territorians to access a variety of youth initiated events and personal development programs. Organisations can apply for a one off up to \$2,000 under the Quick Response Grants Program and individuals between the ages of 12 and 25 years can apply for a one off \$500 grant each financial year. If you are under the age of **18 years, you will require your parent/guardians permission.**

These grant guidelines have been prepared to help you complete the Quick Response Grants application form. Remember, if there is anything that is unclear for you in the application form, or you want to discuss the grants program in general, please call OYA for further information on (08) 8999 3881.

GRANT CRITERIA (there are two categories of grants available):

Drug and Alcohol Free Entertainment

Purpose: to provide financial support for young people, community groups and organisations, which will enable young people to plan, organise and participate in a variety of drug and alcohol free activities.

Who can apply? Young people, community groups and organisations.

Youth Development/Leadership

Purpose: to provide financial support to young people, community groups and organisations to increase the access of young people to personal and community development programs.

Who can apply? Young people, community groups and organisations

QUICK REFERENCE GUIDE

For what the Quick Response Grant CAN and CANNOT fund.

Quick Response Grant 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 which 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 and computers, etc);
- wages or salaries for course providers (e.g. instructors, DJ's, facilitators) which do not exceed \$500 of the value of the grant (NB: this does not include wages or salary paid to your organisations staff during core business hours) and;
- youth friendly engagement for and with young people

Quick Response Grant CANNOT Fund:

- organisation/individuals outside of the Northern Territory (unless the activity benefits the young people of the Northern Territory);
- working with children check; events/activities that the facilitator does not possess an Ochre Card or Exemption Authority;
- payment of membership, registration or participation fees (includes visa application fee and travel insurance);
- events/activities that do not have a specific youth focus;
- commercial or business activities (to make a profits);
- 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 and;
- projects that the Manager considers: do not represent value for money of the responsibility of

other funding bodies or government agencies

ELIGIBILITY CRITERIA

To be eligible for the Quick Response Grant funding, organisations and young people must meet the following criteria:

1. **Organisations must be a legal entity under the *Associations Incorporate Act*:** grant funding must be awarded through a legally incorporated organisation. The department may request a copy of the organisations certificate of incorporation before accepting a grant application.
2. **Acquittal of past grants:** any previous grants awarded to you by this department must be fully acquitted. Organisations that have not met previous acquittal requirements will not be eligible for funding.
3. **Application form fully completed:** applicants must provide full details of proposed projects, including a detailed budget.

SELECTION CRITERIA

There are always more applications than funds available and the competition is strong. The selection process determines the degree to which the project meets the selection criteria. The selection process determines the degree to which the project meets the selection criteria. The department cannot guarantee to fund the full amount required, or to fund an organisation or young person that has been previously successfully in obtaining a grant.

The department will assess all submissions against the eligibility and selection criteria, and will also consider local needs and existing service delivery programs. Funding will also be distributed to ensure an equitable regional spread of projects across the Northern Territory. Assessment will be guided by the information contained in your application, particularly on how you demonstrate key youth engagement outcomes.

Preference will be given to applications that clearly demonstrate the following:

- demonstrate opportunities for young people to develop and enhance skills and knowledge that enable them to engage effectively in their communities;
- commitment and ability to involve young people in the planning, development, implementation and evaluation of the proposed projects; and
- policies and procedures that demonstrate a commitment to building position and safe environments for young people

SELECTION PROCESS

The following process is used to determine the order of merit for funding.

Assessment

Applications will be assessed by the OYA to ensure that all questions have been completed and the application meets the eligibility criteria. OYA then recommends to the Manager of OYA those projects that clearly demonstrate significant youth engagement outcomes and what the level of funding should be.

Final Decision

The Manager of OYA considers the recommendation and has the final say on successful applications.

Notification

All applications are notified in writing of the outcome of the selection process.

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 department, but a change in date or venue may be considered but must be negotiated with in the department 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 department 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 plan properly, then anyone injured could be successful in any legal action taken against the organisers; and
- grants may be subject to tax under the provisions of the *Income Tax Assessment Act*, Tax is the responsibility of the grant recipient;

BENEFITS FOR THE OFFICE OF YOUTH AFFAIRS

The OYA within Territory Families actively seeks opportunities to promote its programs to Northern Territory communities. Documenting opportunities for such promotion for such promotion will benefit a grant application. Logo exposure opportunities for the Office and/or department should not be considered the only benefit of sponsorship.

The following list of opportunities is provided as a guide only to assist with proposal development. The list provides examples of opportunities of interest to the department.

- naming rights to the initiative or a component of the initiative (for activities we fully fund);
- onsite information facility (e.g. exhibition stand);
- promotion of our key messages through social media, interviews and community service announcements that align with our strategic objectives (not just logo exposure);
- provision of information materials and/or internet content; and
- speaking opportunities for representatives of the department;

PRIVACY NOTICE

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

SUBMISSION OF APPLICATION

Application Forms for Quick Response Grants are available from the government’s youth website www.youth.nt.gov.au.

If you require further information to help you in preparing your funding submission, please telephone (08) 8999 3881 or email oya@nt.gov.au.

All submissions should be clearly marked “Quick Response Grants” and forwarded via one of the following methods:

Post	Hand Delivery
Grants and Multimedia Officer Territory Families PO Box 40596 Casuarina NT 0811	Grants and Multimedia Officer Territory Families Level 7, Darwin Plaza 41 Smith Street Mall, Darwin NT 0801
Email	
oya@nt.gov.au	