

# **Youth Engagement Grants Program**

## **Quick Response Grants**

## **Evaluation** **Organisation/Group**

Name of Applicant/Organisation:			
Postal Address:			
Name of Person organising the Activity:			
Position title:			
Name of Activity:			
Location of Activity:			
Date/s of Activity:			
Telephone:		Fax:	
Email:			

<p><b>1. Please provide a brief overview or description of the activity (minimum 100 words)</b>  <i>(Please attach additional pages if necessary)</i></p>

<b>2. Were young people actively consulted and/or involved in the planning and implementation of this activity? If so, how many and how? (Minimum 50 words)</b>
<p><i>Were young people actively consulted and/or involved in the planning and implementation of this activity?</i></p>
<p><i>If so, how many and how?</i></p>

<b>3. How many young people participated in the activity?</b>	
<i>(Please note, numbers in the age ranges 12-25 year olds)</i>	
<b>Gender:</b>	
<b>Number of Young People Aged 12-25:</b>	
<b>Average Age:</b>	
<b>Age Range:</b>	
<b>Indigenous:</b>	
<b>Remote/Rural:</b>	
<b>CALD:</b>	
<b>Disability:</b>	
<b>Homeless (or at risk of):</b>	
<b>GLBTI:</b>	
<b>Mental Illness:</b>	
<b>In and Out of Home Care:</b>	
<b>Other:</b>	
<b>Comments:</b>	

**4. Were any specific groups targeted for your activity/event? Why?**

*(e.g. specific age group, specific cultural background, special needs and specific interests)*

**5. Describe the feedback from the young people on their satisfaction with the activity.**

*(you may like to use some quotes from young people)*

**6. How did you acknowledge the Northern Territory Government's Sponsorship? What promotional material was produced and where was it distributed?**

*(please provide evidence of promotional material)*

*How did you acknowledge the Northern Territory Government's Sponsorship?*

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

**7. Additional Comments? *(optional)***

8. Please detail what you spent the received Youth Vibe Holiday Grant money on? <i>(Please note, any variations to your approved budget need to be pre-approved by the Office of Youth Affairs)</i>		
Item	Approved Budget <i>(type in your approved budget as per your application)</i>	Variation <i>(actual money spent)</i>
<b>EXAMPLE ONLY: Food</b>	<b>\$300.00</b> <i>(approved to be spent on food)</i>	<b>\$250.00</b> <i>(actually spent on food, saving \$50.00 which may have been used on another item)</i>
<b>Wage/Fees</b> <i>(up to \$500 and specify who's wages/fees)</i>		
<b>Catering</b>		
<b>Hire Venue</b>		
<b>Hire of Equipment</b>		
<b>Consumables</b>		
<b>Capital Equipment</b> <i>(up to \$500 and specify what equipment is)</i>		
<b>Travel</b>		
<b>Airfares</b>		
<b>Accommodation</b>		
<b>Other</b> <i>(please specify)</i>		
<b>Other</b> <i>(please specify)</i>		
<b>Total Expenditure</b>	<b>\$</b>	<b>\$</b>

**AUTHORISATION**

I certify, as an individual or authorisation representative of the organisation that the information provided in this Youth Vibe Holiday Grant Evaluation Form and Financial Acquittal Form is true and correct (applicants under the age of 18 must obtain the signature of their parent/guardian).  
I understand the Privacy Notice below.

<b>TO BE COMPLETED BY ALL RECIPIENTS</b>	
<b>SIGNED BY:</b>	
-----	-----
<i>(print recipient/parent or guardian name)</i>	<i>(signature of recipient/parent or guardian)</i>
(the recipient or the parent/guardian of the recipient is under 18 years of age) this            day of 20____ in the presence of:	
<b>WITNESSED by:</b>	
-----	-----
<i>(print witness name)</i>	<i>(signature of witness)</i>

**PRIVACY NOTICE**

The Office of Youth Affairs is collecting the information on this form to evaluate your activity and the Youth Engagement Grants Program. Some of the information and any supporting documentation (including photographs), you provide may be used for promotional and reporting purposes.

The personal information you provide is able to be accessed and corrected if necessary by you or your nominated representative by application or request to the office. If you have any queries, please telephone the office on 08 8999 3862, email [oya@nt.gov.au](mailto:oya@nt.gov.au) or by post to PO Box 40596, Casuarina NT 0811.

**SUBMISSION**

Please send completed evaluations to either of the below within six weeks of the completion of your activity/event.

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	
<a href="mailto:oya@nt.gov.au">oya@nt.gov.au</a>	