

# 2024 Youth Opportunities Program Grant Application

## Form Preview

### 1. Application Details

#### Instructions for Applicants

Before completing this form, you should have read the available program documentation including the Program Guidelines, Program Logic and FAQ's. These documents and more can be downloaded from the Youth Opportunities webpage <https://www.nsw.gov.au/grants-and-funding/youth-opportunities-program>.

When you start your application it will be issued with a unique reference number, please quote this in any correspondence or queries regarding your application. Your application can be completed in more than one session. You can save your progress and return to complete your application at a later time or date. **Remember to save your application form regularly.**

**Deadline for submitting your application is 5:00 pm, Monday 15 July 2024.**

Applications submitted after the advertised closing date will not be accepted.

Once you have submitted your application for funding, a confirmation email will be sent to your nominated email address (attached to your SmartyGrants account). If you have not received this email - you have not officially submitted your application. This confirmation email will also include a copy of your application for reference. Please keep the confirmation email and the copy of your application in a safe place as part of your records as you may need to refer to it at a later date.

Your application is not officially submitted until you have received an email. Simply hitting the save button in the online system does not officially submit your application for funding. If you 'review and submit' your application and there are required questions unanswered, they will be marked in red. Click 'Go to page' to complete the question, then click 'Review and Submit' again. Please note, by clicking 'Go to page', your form will be in edit mode.

Once submitted, your application cannot be varied. If you realise that you have made an error once you have submitted your application please contact us for assistance before the closing date.

All applications for funding are assessed on merit through a competitive process. You will be contacted if there are any questions regarding your application.

The Department of Communities and Justice - Youth Team, can be contacted via [youth@dcj.nsw.gov.au](mailto:youth@dcj.nsw.gov.au)

Thank you.

**Application Number**

This field is read only.

**Grant Program Name**

This field is read only.

The program this submission is in.

### 2. Program Details

# 2024 Youth Opportunities Program Grant Application

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### Program Overview

The Youth Opportunities program provides one-off, time-limited grants of between \$10,000 and \$50,000 to **incorporated not-for-profit community organisations and local government councils in NSW**. Funding is for *new* projects that enable marginalised young people to lead and participate in their communities.

The Youth Opportunities program requires applicant organisations to have spoken with young people and involved them in developing the project proposal prior to submitting a grant application. Organisations must involve young people at every stage of the project – from identifying the need and developing the project proposal through to design, project delivery and final review. For more information on how to involve young people throughout the life of the project. See Program Guidelines, *Life Cycle of a Youth Opportunities Project*, page 11.

Applicants are required to address the following objectives:

- 1.Partner with marginalised young people to deliver a youth-led and youth-driven community project
- 2.Improve marginalised young people's access to and inclusion in community activities such as sport and recreation, cultural and other activities
- 3.Provide marginalised young people with knowledge and skills to strengthen their ability to participate in their local community and support future social and economic participation
- 4.Recognise the contributions marginalised young people make to their local community

### Assessment Criteria

Each application is assessed against the following criteria:

- 1.The project demonstrates that marginalised young people have had and will have meaningful input at every stage of the project (identifying the need, planning and design, delivery, final review and recognition) - the project is youth-led and youth-driven.
- 2.The project improves marginalised young people's access to and inclusion in community activities such as sport and recreation, cultural and other activities.
- 3.The project provides marginalised young people with knowledge and skills to strengthen their ability to participate in their local community and support future social and economic participation.
- 4.The project recognises the contributions marginalised young people make to their local community.
- 5.The project clearly demonstrates substantial benefits to young people compared with the total cost of the project - the project represents good value for money.

### Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application does not guarantee funding will be granted for any project, and the Department of Communities and Justice expressly reserves its right to accept or reject this application at its discretion;

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- it must bear the costs of preparing and submitting this application and the Department of Communities and Justice does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- it has read the [Program Guidelines](#) and has fully informed itself of the relevant program requirements.

### Disclaimer

- ☐ Yes, I acknowledge and agree to the above, prior to proceeding with this application.

## 3. Eligibility

\* indicates a required field

### Eligibility Requirements

To be eligible to apply for funding from the Youth Opportunities program, applicants must either be:

- an incorporated not-for-profit community organisation, or
- a NSW local council operating under the Local Government Act 1993.

**Note:** for the purposes of this grant program, organisations deemed to be 'incorporated not-for-profit community organisations' include:

- incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
- not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
- associations (registered under the Associations Incorporation Act 2009 with NSW Fair Trading)
- NSW Local Aboriginal Land Councils
- religious organisations operating in NSW
- NSW non-government organisations established under an Act of Parliament.

During the application assessment process, checks will be conducted to confirm the eligibility of organisations. If you are unsure of your incorporation status, you can call NSW Fair Trading on 1800 502 042. Your organisation **must** be incorporated to be eligible for funding from the Youth Opportunities program.

### Other Eligibility Requirements

The following are mandatory Program requirements:

- all applicants must have a minimum of \$10 million Public Liability Insurance
- all applicants must address the [NSW National Redress Scheme](#) sanctions
- all funded projects must implement child safe practices aligned with the [Child Safe Standards](#)
- all funded projects must adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the NSW Government COVID-19 website.

### Eligibility Confirmation \*

- ☐ Yes, I confirm that the applicant organisation and project is eligible according to the criteria outlined in the Program Guidelines.

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### 4. Organisation Overview

\* indicates a required field

#### Organisation Details

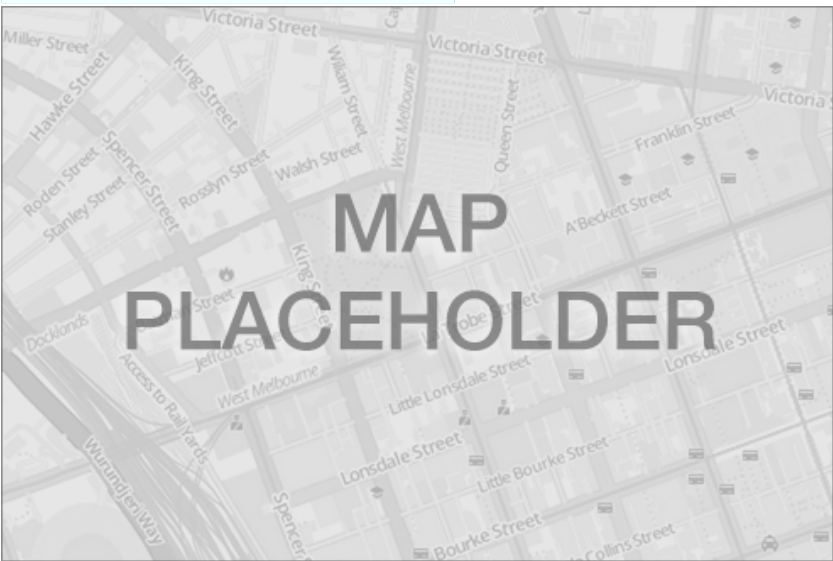
**Organisation Name \***

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

**Primary Address**

Address

**Postal Address**

Address

**Primary Phone Number \***

Must be an Australian phone number.  
Country code not required, area code for landlines is required.

**Other Phone Number**

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Must be an Australian phone number.  
Country code not required, area code for landlines is required.

### Email Address \*

Must be an email address.

### Website

Must be a URL.

### Please provide a brief description of your organisation including the type of work or services provided. \*

Word count:  
Must be no more than 150 words.

### Organisation Type \*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Aboriginal                     | <input type="checkbox"/> Health        | <input type="checkbox"/> Sporting                    |
| <input type="checkbox"/> Arts                           | <input type="checkbox"/> Local Council | <input type="checkbox"/> Youth Service               |
| <input type="checkbox"/> Community/Neighbourhood Centre | <input type="checkbox"/> Multicultural | <input type="checkbox"/> Homelessness/Housing        |
| <input type="checkbox"/> Disability                     | <input type="checkbox"/> Refugee       | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Environmental                  | <input type="checkbox"/> Religious     |  |

No more than 1 choice may be selected.  
Select the option that best categorizes your organisation. If 'Other', please specify type in box provided.

### Has your organisation previously received funding from the Youth Opportunities program? \*

- ☐ Yes  
☐ No

Select most relevant option.

## National Redress Scheme

The National Redress Scheme is part of the Commonwealth Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse. The Scheme started on 1 July 2018 and will run for 10 years. The NSW Government will not award a grant to a non-government organisation with Redress Obligation if that non-government organisation:

- has declined to join the Scheme, or
- at the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

### Has your organisation joined the National Redress Scheme \*

- ☐ Yes

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☐ No, not required

For more information, please refer to the [NSW Government Redress Scheme Sanctions Policy](#). To check whether your organisation has joined the Scheme, you can conduct an institution search [here](#).

### Public Liability Insurance

Grant recipients must maintain current and adequate insurance appropriate to the activities funded under this grant, to cover any liability that might arise in connection with the performance of its obligations under a Grant Funding Agreement. This must include, but is not limited to a minimum of \$10 million Public Liability Insurance.

**Does your organisation have at least \$10 million in public liability insurance, or is willing to obtain \$10 million in public liability insurance? \***

☐ Yes

☐ No, but willing to obtain

Applicants are required to hold at least \$10 million public liability insurance in order to enter into a funding agreement with the NSW Department of Communities and Justice

### Previous Youth Opportunities Funding Details

**Please provide the project title, year it was funded, funding amount and a brief project description. \***

Word count:

Must be no more than 150 words.

### Organisation Status

To be eligible for funding your organisation must either be an incorporated not-for-profit organisation (non-government) or a local government authority, operating in NSW. See Program Guidelines for more information.

**What is the legal status of your organisation \***

☐ Incorporated not-for-profit community organisation

☐ NSW local council operating under the Local Government Act 1993

### Incorporation Status

**What type of incorporated not-for-profit is your organisation \***

☐ Incorporated not-for-profit community organisation registered and approved with NSW Fair Trading

☐ Company Limited by Guarantee

☐ Organisation registered with the Australian Charities and Not-for-profits Commission (ACNC)

☐ Aboriginal organisation registered under the Aboriginal Councils and Associations Act

☐ Local Aboriginal Land Council or Indigenous corporations registered with the Office of the Registrar of Indigenous Corporations (ORIC)

☐ Trust registered with the Australian Charities and Not-for-profits Commission (ACNC)

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- ☐ Registered Association under an Act of Parliament  
☐ Other:

Select the legal structure under which your organisation was incorporated. If 'other' please specify in the box provided.

**Does the applicant organisation have an Australian Business Number (ABN)? \***

- ☐ Yes ☐ No

**ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**Does your organisation have an Incorporation number or other registration number \***

If unsure search relevant registers such as Fair Trading [Incorporated Associations Register](#)

## 5. Organisation Contact Details

**\* indicates a required field**

### Organisation Contact Person

Please provide details of the main contact person for your organisation in the section below. This could be the General Manager, CEO, President, Secretary, Treasurer, etc.

**Organisation Contact Name \***

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Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

This is the person we will initially contact regarding the grant.

### Organisation Contact Position \*

e.g., Manager, CEO, President etc

### Organisation Contact Office Address \*

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

### Organisation Contact Number \*

Must be an Australian phone number.

Country code not required, area code for landlines is required.

### Organisation Contact Email \*

Must be an email address.

This is the address we will use to correspond with you about this grant.

## Project Contact Person

Please provide the contact details of the main project contact in the section below. This should be the Project Manager or Project Coordinator for this project.

### Project Contact Name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

This is the person we will correspond with about this grant on an ongoing basis.

### Project Contact Position \*

### Project Contact Office Address \*

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

### Project Contact Number \*

Must be an Australian phone number.

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### Project Contact Email \*

Must be an email address.

### Do you have any project partners? \*

- ☐ Yes  
☐ Yes, but not yet confirmed  
☐ No

### Project Partner 1

Please provide the details of up to two project partners.

#### Project Partner 1 - Contact Name \*

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Organisation Name \*

### Position \*

### Office Address \*

Address

<input type="text"/>
<input type="text"/>

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### Contact Number

Must be an Australian phone number.

### Email Address

Must be an email address.

### Website

Must be a URL.

### Project Partner 2

Please provide the details of up to two project partners.

#### Project Partner 2 - Contact Name

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Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Organisation Name**

**Position**

**Office Address**

Address

**Contact Number**

  
Must be an Australian phone number.

**Email Address**

  
Must be an email address.

**Website**

  
Must be a URL.

## 6. Project Details

\* indicates a required field

### Project Delivery

If successful, applicants will enter into a Funding Agreement with the Department of Communities and Justice. The term of the contract will be 01 March 2025 to 30 May 2026. That means that your project must be delivered within this window, including all funds spent by 30 May 2026. Please keep this in mind when developing your project proposal and answering the questions below.

**Title \***

Word count:  
Must be no more than 25 words.

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Provide a name for your initiative. Your title should be short but descriptive.

### Brief description \*

Word count:

Must be no more than 50 words.

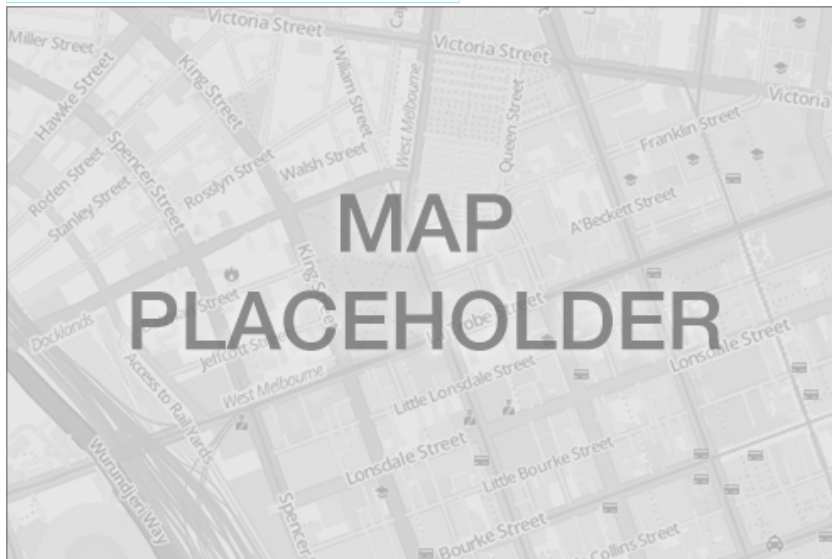
Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

### Anticipated start date \*

### Anticipated end date \*

### Primary location of your initiative

Address

Primary location does not need to be a specific address, and can be postcode, suburb, state, etc. If delivered online, please specify the area of focus for delivery.

### Project Type

How would you categorise the project? Select the category that best describes the main focus of the project.

#### Select one of the following or add your own \*

☐ Cultural connection

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- ☐ Social / peer / community connection
- ☐ Visual arts, music, performing arts
- ☐ Employment Pathways (developing knowledge and skills to gain employment)
- ☐ Youth-led community events (organising and managing)
- ☐ Sport and recreation
- ☐ Social enterprise
- ☐ Training and development (developing skills in leadership, facilitation, advocacy, event management, First Aid, certifications White Card, RSA, Barista skills, food safety)
- ☐ Youth leadership (establishing a youth council, youth advisory group or reference group)
- ☐ Other:

No more than 1 choice may be selected.

If

### Project Theme

The Youth Opportunities program seeks to fund projects which address issues that are important to young people. The following themes highlight key issues identified by young people. Projects may seek to address one of these issues or they may address other issues raised by young people which are important to them and their local communities. What particular issue(s) do your young people want to address through the project?

#### Select one of the following or add your own \*

- ☐ Community inclusion and participation
- ☐ Cultural identity and connection
- ☐ COVID-19 recovery
- ☐ Cyber safety and awareness
- ☐ Domestic and family violence
- ☐ Healthy relationships
- ☐ Financial literacy (budgeting, rent, phone, contracts, fines)
- ☐ Health and wellbeing
- ☐ Homelessness / housing
- ☐ Natural disasters (preparedness, resilience and recovery)
- ☐ Other:

No more than 1 choice may be selected.

### Target Group

The Youth Opportunities program targets young people, particularly marginalised young people 12 – 24 years of age who are transitioning from childhood to adulthood and from dependence to independence. Young people who face marginalisation may include but are not limited to young people transitioning from Out of Home Care, young people experiencing homelessness, young people from low socio-economic backgrounds, young people with a disability, young carers, or young people in contact with the justice system.

Projects do not however need to cater to all ages. Applicants are encouraged to consider the practicality of keeping age groups close in range i.e 12-14, 15-17, 18-20, and 21-24. Applicants can stream project groups into older/younger teams/groups if warranted, so that activities are more age appropriate.

#### Who is the project targeted to \*

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- ☐ All young people in the community, including marginalised young people
- ☐ Aboriginal young people
- ☐ CALD young people (culturally and linguistically diverse)
- ☐ LGBTQIA+ young people (lesbian, gay, bisexual, transgender, queer, intersex and asexual)
- ☐ Young men only
- ☐ Young women only
- ☐ Young people with a disability
- ☐ Young people at risk of homelessness or have past/present lived experience of homelessness
- ☐ Young people in or transitioning from Out of Home Care
- ☐ Young people in contact with the justice system
- ☐ Other:

### What age group(s) will the project target \*

- ☐ Under 12 years of age
- ☐ 12 - 14 years of age inclusive
- ☐ 15 - 17 years of age inclusive
- ☐ 18 - 20 years of age inclusive
- ☐ 21 - 24 years of age inclusive
- ☐ All age groups
- ☐ Other:

Select one or more options.

### Total number of young people targeted over the life of the project \*

This is the total (estimated) number of young people expected to participate in or benefit from the project. .

## Youth-led Project Design and Implementation

The Youth Opportunities program requires organisations to adopt a partnership approach where adults and young people collaborate on all aspects of group decision making, from visioning, planning, delivery and evaluation. Applicant organisations must have spoken with young people and involved them in developing the project proposal prior to submitting a grant application.

The best way to facilitate this is by establishing a smaller, core group of young people, such as a project steering committee or leadership group that is separate to the larger group of project participants. This can help to structure the project and create space for young people to actively influence decisions, chair and facilitate meetings, lead discussions and provide input on budgeting and expenditure.

All projects are encouraged to have a core group of young people who are directly involved in the planning, design and delivery of the project. These young people are more than just project participants or project beneficiaries attending activities and events. These young people are actively volunteering their time to design and deliver a community project.

At this point, please consider the project's delivery model. Some may chose to pay their core project participants for their time and others will enlist their core project participants

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as volunteers, only reimbursing their expenses. Please consider the options carefully and answer the below accordingly. Either is applicable under this grant.

If however, your core group of project participants are in fact volunteers (freely giving their time, skills and efforts to the project - volunteers are not paid a wage), then we expect that you will recognise and celebrate their active volunteerism. Note - It is good practice to reimburse volunteers for agreed out-of-pocket expenses as this helps to ensure volunteering is affordable and not a cost burden - cost should not become a barrier to participation as a volunteer.

### **Number of young people involved in the design of the project to date \***

This is the number of young people directly involved in developing the project proposal prior to submitting a grant application.

### **Will the project establish a steering committee or leadership group \***

- ☐ Yes, a smaller group of young people will meet to collaborate on the planning, delivery and review of the project
- ☐ No, all project participants will have the opportunity to influence decisions and collaborate on the planning, delivery and review of the project

Please note: whether you establish a steering committee or not, all organisations are expected to include young people in the decisions that impact the project over the life of the project

### **Number of young people to be directly involved in the delivery of the project - core group of project participants \***

This is the total (estimated) number of core project participants who will actively influence decisions and collaborate on the planning and delivery of the project.

## Youth-led Project Design and Implementation

### **If you answered 'yes' above, will you be paying these young people or will they be volunteers \***

- ☐ Paid for their time
- ☐ Volunteers

## Youth-led Project Design and Implementation

### **If you answered 'no' above, please explain why \***

Please note: whether you establish a steering committee or not, all organisations are expected to include young people in the decisions that impact the project over the life of the project

## Project Overview

### **Provide a more detailed overview of the project including what you will do and how you will do it \***

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Word count:

Must be between 50 and 200 words.

## 7. Project Budget

\* indicates a required field

**Total Amount Requested**

\*

\$

What is the total financial support you are requesting under this grant?

### Budget Guidelines

Please provide a detailed budget outlining all project related expenses in accordance with the following funding limits:

- a reasonable portion of the budget can be used for project coordination, including the reimbursement of your young volunteers for pre-identified or agreed expenses (the cost of volunteering should not be a barrier to participation for a young person)
- up to 10% of the budget can be used for minor administration costs (promotion, marketing, printing, stationary, postage, external bookkeeping fees if required)
- up to 15% of the budget can be used to purchase minor equipment (applicants must demonstrate the need for these purchases below)
- up to 10% of the budget can be used for catering.

**Note:** funds can only be used for expenses/activities directly associated with the implementation of the project. For a full list of budget exclusions see [Program Guidelines](#).

### Goods and Services Tax (GST)

Your funding request should include any GST that you will be charged by contractors or suppliers as part of the cost of delivery. This GST is part of your project expenses. If your application is successful and your organisation's ABN is registered for GST, you will be paid GST on top of the approved grant amount, this is the GST you are obligated to charge and collect on behalf of the Australian Tax Office (ATO).

If your organisation's ABN is not registered for GST or you do not have an ABN, you will only be paid the approved grant amount.

### Expenditure

List all the expenses associated with implementing the project. Provide as much detail as possible and add additional rows as required.

Make sure to:

- check the budget guidelines and ensure these items are eligible under the grant as according to the guidelines (see funding limits and exclusions)

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- only list expenses the grant is intended to cover
- balance the total expenditure with the amount sought from the Youth Opportunities program. This should equal your total grant amount.

Expenditure description	Expenditure type	Expenditure amount	Notes
		\$	
		Must be a dollar amount.	

### In-kind Contributions

Donated materials and/or contributions by paid staff and/or volunteers (either from the applicant organisation or project partners) are encouraged as part of the applicant's contribution towards the delivery of a project. In-kind contributions (materials and/or volunteer hours) will be looked upon favorably and considered during assessment to help determine whether the project represents good 'value for money'.

Although in-kind contributions are not a mandatory program requirement, it is our view that community projects do well when they are supported by the community they are being delivered in. In-kind sources of support strengthen the project's ability to deliver on its intended outcomes for young people.

In-kind contributions may include:

- Time from volunteers (partners, community members, project staff) to support a range of activities
- Design, marketing and promotional services
- Guest speakers, workshop facilitators, industry mentors
- Workshop and event support
- Project coordination and administrative support
- Transport
- Access to office spaces, meetings rooms, community centers, event spaces and recording studios
- Durable equipment such as recording equipment
- Video and photography services

List the estimated value of any in-kind contributions sourced for the project. Add additional rows if required.

In-kind Contribution	Equivalent \$ Amount
	\$
	\$
	\$
	\$
	Must be a dollar amount as an equivalent value

### Funding From Other Sources

Please outline details of any other funding that you are seeking as part of the project, whether it has been confirmed or not. All amounts should be GST inclusive.

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Please note, do not include the amount requested under this grant.

Description	Type	Amount Expected	Amount Received	Notes
		Must be a dollar amount.	Must be a dollar amount.	
		\$	\$	

### Minor Equipment

Up to 15% of the budget can be used to purchase minor equipment. Applicants must demonstrate the need for these purchases.

**List any minor equipment to be purchased as part of this project and why it is needed.**

Word count:

Must be between 50 and 150 words.

## 8. Project Objectives

### Project Objectives

Through the provision of one-off grants, the Youth Opportunities program funds organisations to partner with marginalised young people to design and deliver community projects. Each project is required to meet four Project Objectives, designed to contribute towards the program's intended outcomes. For more information regarding the Program's intended outcomes, see the [Program Logic](#).

#### Project Objectives

- 1.Partner with marginalised young people to deliver a youth-led and youth-driven community project
- 2.Improve marginalised young people's access to and inclusion in community activities such as sport and recreation, cultural and other activities
- 3.Provide marginalised young people with knowledge and skills to strengthen their ability to participate in their local community and support future social and economic participation
- 4.Recognise the contributions marginalised young people make to their local community

In the next section you will be asked a series of questions under each Objective. Assessors will be scoring your answers to these questions against the Program's assessment criteria. Keep the following criteria in mind when addressing each question.

#### Assessment Criteria

- 1.The project demonstrates that marginalised young people have had and will have meaningful input at every stage of the project (identifying the need, planning and design, delivery, final review and recognition) - the project is youth-led and youth-driven.

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- 2.The project improves marginalised young people's access to and inclusion in community activities such as sport and recreation, cultural and other activities.
- 3.The project provides marginalised young people with knowledge and skills to strengthen their ability to participate in their local community and support future social and economic participation.
- 4.The project recognises the contributions marginalised young people make to their local community.
- 5.The project clearly demonstrates substantial benefits to young people compared with the total cost of the project - the project represents good value for money.

The overall aim of the Youth Opportunities program is to increase marginalised young people's participation in activities that strengthen their connection and belonging to their communities.

## 9. Objective 1

\* indicates a required field

Objective 1: Partner with marginalised young people to deliver a youth-led and youth-driven community project.

**Describe how young people were involved in identifying the local need for this project. \***

Word count:

Must be between 50 and 150 words.

**Describe how young people have had meaningful input into the planning and design of this project. \***

Word count:

Must be between 50 and 150 words.

**Describe how young people will continue to be involved in the delivery of this project. \***

Word count:

Must be between 50 and 150 words.

**Describe how young people will be involved in the final review of this project including how they want to be recognised for their involvement in this project. \***

Word count:

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Must be between 50 and 150 words.

### 10. Objective 2

\* indicates a required field

**Objective 2: Improve marginalised young people's access to and inclusion in community activities such as sport and recreation, cultural and other activities.**

List the activities that have been developed in partnership with young people to be delivered as part of the project. Add as many rows as required.

Activity	Expected start date	Expected end date	Explanatory notes
One activity per row. Add more rows if you want to list additional activities. Must be no more than 50 words.	Must be a date.	Must be a date.	Add notes if you need to provide more context. Must be no more than 50 words.

### Addressing the barriers

**List the barrier(s) young people have said they encounter which prevent them from participating in the community. \***

- ☐ Access to transport
- ☐ Already too busy (homework, sport, friends, family)
- ☐ Cost
- ☐ Cultural (language, religious beliefs)
- ☐ Don't know where to access information about opportunities
- ☐ Lack of flexibility
- ☐ Prejudice regarding age and capability
- ☐ Self confidence
- ☐ Time limited (after school, after work or weekends)
- ☐ Other:

Select multiple if relevant. If 'Other', please specify in box provided.

**Describe how you will work with young people to address the barrier(s) throughout this project. \***

Word count:

Must be between 50 and 150 words.

**Describe how the project will improve young people's access to and inclusion in community activities. \***

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Word count:  
Must be between 50 and 150 words.

### 11. Objective 3

\* indicates a required field

Objective 3: Provide marginalised young people with the knowledge and skills to strengthen their ability to participate in their local community and support future social and economic participation.

**What skills will young people learn as part of the project? List any in-house training, short courses or formal certificates. (This can include hands on learning to build skills, or the completion of short courses related to the project's implementation). \***

Word count:  
Must be between 50 and 150 words.

**How will these skills improve young people's ability to participate in their local community? \***

Word count:  
Must be between 50 and 150 words.

**How will these skills support young people's future social and economic participation? \***

Word count:  
Must be between 50 and 150 words.

**How will you support young people to establish relationships with external stakeholders to extend their community based networks? \***

Word count:  
Must be between 50 and 150 words.  
Consider how you might scope potential partnerships to support the delivery of the project and expand young people's networks.

### 12. Objective 4

\* indicates a required field

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Objective 4: Recognise the contribution marginalised young people make to their local community.

**How will you recognise young people's involvement in the project? Make sure young people have been consulted on how they would like to be recognised so that it is relevant and meaningful to them. \***

- ☐ Ongoing feedback
- ☐ Certificates
- ☐ Award events
- ☐ Reference letter
- ☐ Local media exposure
- ☐ Other:

Select multiple if relevant. If 'Other', please specify in box provided.

### 13. Project Impact

\* indicates a required field

All projects must align with the Objectives and intended Outcomes of the Youth Opportunities program.

Funded projects are expected to contribute towards the following project (short-term) and program (medium-term) outcomes. Make sure the expected outcomes of your project align with the below. Your project's contributions towards these outcomes are then tracked over the life of the project, via project reports and participant surveys.

#### **Project Outcomes (short-term)**

- Increased participation in youth-led and youth-driven community activities
- Marginalised young people address and overcome barriers to participation
- Marginalised young people participate in activities that strengthen their connection to their local community
- Marginalised young people learn a range of skills that strengthen their ability to participate in their local community and support future social and economic participation
- Marginalised young people's contributions are recognised and valued

#### **Program Outcomes (medium-term)**

- Marginalised young people feel a sense of choice and control (self-determination) in their lives
- Marginalised young people feel a sense of connection and belonging to their local communities

For more information regarding the Program's intended Outcomes, see the [Program Guidelines](#) and [Program Logic](#).

**What are the expected project benefits and impacts for young people and how will you measure them. \***

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Word count:

Must be between 50 and 150 words.

Make sure your indicators are S.M.A.R.T (Specific, Measurable, Achievable, Realistic and Timely).

## 14. Project Exit Strategy

\* indicates a required field

### Project Exit Strategy

Youth Opportunities funding is one-off and time limited. What considerations have you given to sustainability beyond the funding period? (eg improving links to the community, strengthening community networks).

**Outline your exit strategy \***

Word count:

Must be between 50 and 150 words.

## 15. Applicant Checklist

\* indicates a required field

### Application Checklist \*

- ☐ I have read the Program Guidelines, Program Logic and Frequently Asked Questions
- ☐ I have proof read this application and checked the project budget
- ☐ I have the appropriate authority to submit this application on behalf of the organisation I represent
- ☐ I understand that if successful in securing a grant, the project must be completed by 30 May 2026
- ☐ I am not a state or federal government agency
- ☐ I am not a school, P&C, university or TAFE college
- ☐ I am not an individual or sole trader
- ☐ I am not a for-profit/commercial organisation
- ☐ I am not a sub-contractor engaged to deliver the project on behalf of a non-eligible organisation
- ☐ The project will not be run in school as part of the curriculum or other areas of school responsibility
- ☐ The project does not include interstate or overseas travel, scholarships or conference attendance
- ☐ The project does not provide case-management or counselling for young people

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- ☐ Project funding will not be used for religious festivals, rituals, events or promotions, except multi-faith events which involve young people from more than one religion
- ☐ Project funding will not be used for major capital works (e.g. establishing or refurbishing a youth centre)
- ☐ Project funding will not be used for large equipment purchases (e.g. vehicles)
- ☐ Project funding will not be used for costs that are not directly associated with the implementation or delivery of the project
- ☐ Project funding will not be used for administration costs that are not directly associated with achieving the project (e.g. operating expenses such as rent or using grant funding towards the running of other programs within the organisation)
- ☐ Project funding will not be used for existing projects or programs
- ☐ I understand that if I have provided any incorrect information, or I am found at any time to have not adhered to the conditions surrounding this application, the Youth Opportunities Program reserves the right to withdraw my funding application

At least 19 choices must be selected.

## 16. Declaration and Authorisation

\* indicates a required field

### Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;
- the Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- in some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

### Privacy Notice

By submitting this Application form, the Applicant acknowledges and agrees that:

- the Department is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>);

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- the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

## Declaration

The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc). Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- if successful, i agree to provide a certificate of currency for the appropriate level of Public Liability Insurance.

## Authorisation

**I agree \***

☐ Yes

**Name of authorised person \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Must be a senior staff member, board member or appropriately authorised volunteer

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**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Phone number \***

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

**Email \***

Must be an email address.

### Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**How did you find the online application process.**

☐ Very easy    ☐ Easy    ☐ Neutral    ☐ Difficult    ☐ Very difficult

**How long (hours, minutes) in total did it take you to complete this application.**

An estimate is fine

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**