

# Youth Opportunities Program 2020 Application Form

## Form Preview

## 2020 Youth Opportunities Program - Grant Application

### Instructions

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 28 September 2020.** 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 Volunteering and Youth Team can be contacted via [youth@facs.nsw.gov.au](mailto:youth@facs.nsw.gov.au) or phone (02) 8753 8430.

Thank you.

### Eligibility

\* indicates a required field

#### Organisation Status

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

##### 1. Legal status of your organisation \*

- Incorporated Non-Government (Not for Profit)
- Local Government
- Registered Association under an Act of Parliament
- Registered Co-operative under an Act of Parliament

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- Company Limited by Guarantee
- Company Limited by Shares
- Aboriginal organisation registered under the Aboriginal Councils and Associations Act
- Other:

Select most relevant option. If 'other' please specify in the box provided.

### 2. Does your organisation have an ABN \*

- Yes
- No

Select most relevant option.

## Australian Business Number

### 3. Organisation's 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.

## Incorporation Registration Number

### 4. Organisation's Incorporation Number \*

If unsure search Fair Trading Incorporated Associations Register

## Youth Opportunities Program Funding

The Youth Opportunities program provides one-off, time-limited grants of between \$10,000 and \$50,000 for **new** projects that enable young people to lead and participate in community development activities.

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

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- Yes
- No

Select most relevant option.

### Previous Youth Opportunities Funding Details

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

Word count:

Must be no more than 200 words.

### Organisation Overview

\* indicates a required field

**7. Provide a brief description of your organisation including the type of work or services provided. \***

Word count:

between 50 and 100 words

**8. Type of Organisation \***

- |   |  |
|---|--|
| <input type="checkbox"/> Aboriginal               | <input type="checkbox"/> Multicultural               |
| <input type="checkbox"/> Arts, Craft and Cultural | <input type="checkbox"/> Refugee                     |
| <input type="checkbox"/> Community Centre         | <input type="checkbox"/> Religious                   |
| <input type="checkbox"/> Disability               | <input type="checkbox"/> Social                      |
| <input type="checkbox"/> Environmental            | <input type="checkbox"/> Sporting                    |
| <input type="checkbox"/> Health                   | <input type="checkbox"/> Youth                       |
| <input type="checkbox"/> Local Council            | <input type="checkbox"/> Other: <input type="text"/> |

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

### Organisation Contact Details

\* indicates a required field

#### Organisation Name and Address Information

Please provide organisation information in the section below.

Organisation Name

**9. Registered Name of Organisation \***

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Organisation Name

**10. Trading Name of Organisation \***

**11. If you trade under any other name, please specify**

**12. Business Address \***

Address

  

Suburb State Postcode

  

**13. Business Phone \***

Must be an Australian phone number (include the area code). Must be able to be used during daytime hours.

**14. Email Address \***

Must be an email address

**15. Website Address**

Must be a URL

## 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.

**16. Contact Name \***

Title

First Name

Last Name

  

**17. Position \***

**18. Business Phone \***

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Must be an Australian phone number (include the area code). Must be able to be used during daytime hours.

### 19. Email Address \*

Must be an email address

## Project Contact Details

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

### 20. Contact Name \*

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

### 21. Position of Project Contact \*

### 22. Contact Person Address \*

Address

  

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 23. Business Phone \*

Must be an Australian phone number (include the area code). Must be able to be used during daytime hours.

### 24. Email Address \*

Must be an email address

## Partners

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

- Yes
- No
- Not yet confirmed

Select relevant option

## Project Details

\* indicates a required field

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### Project Details

#### 26. Total amount of funding requested \*

\$

No less than \$10,000 and no more than \$50,000. Must be a whole dollar amount.

#### 27. Project Title \*

Must be no more than 10 words.

#### 28. 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 these issues or they may address other issues raised by young people which are important in their local communities. What particular issues do your young people want to address through the project? \*

- Community inclusion and participation
- COVID-19
- Cultural identity and connection
- Cyber safety and awareness
- Domestic and Family violence
- Financial literacy (budgeting, rent, phone, contracts, fines)
- Health and wellbeing
- Homelessness/housing
- Young people impacted by drought
- Other:

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

#### 29. Project Type: How would you categorise the project? \*

- Arts, culture, music, performing arts
- Employment Pathways (developing knowledge and skills to gain employment)
- Local 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:

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

#### 30. Project Description (Provide a short description for publication purposes) \*

Word count:

Must be no more than 50 words.

#### 31. Project Overview (Include what you will do and how you will do it) \*

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Word count:

Must be between 50 and 200 words

### 32. Proposed start date of project (2021) \*

Must be a date and between 1/1/2021 and 1/12/2021.

Must be a date

### 33. Proposed finish date of project (2021) \*

Must be a date and between 2/1/2021 and 31/12/2021.

Must be a date

### 34. Project Location (List the suburb(s) your project will be implemented) \*

List the suburb(s) and post code where your project will be implemented. Eg. Albury (2640). If your project is being implemented across NSW, please declare that your project is a 'statewide project' in the box provided.

### 35. Local Government Area (List the Local Government Area(s) your project will be implemented) \*

If your project is being implemented across NSW, please declare that your project is a 'statewide project' in the box provided.

### 36. Target group for the project \*

- All young people in the community
- Aboriginal young people
- CALD young people
- Gay, Lesbian, Bisexual, Transgender and Intersex young people
- Young men only
- Young women only
- Young people with a disability
- Young people at risk of homelessness or are homeless
- Young people in transition from primary school to high school
- Young people in transition from high school to employment/training
- Other:

Select one or more options.

### 37. Age group(s) you are targeting \*

- Under 12 years of age
- 12 - 15 years of age inclusive
- 16 - 17 years of age inclusive
- 18 - 25 years of age inclusive
- All age groups

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Other:

Select one or more options.

**38. Number of young people targeted (over the twelve month period) \***

### Funding From Other Sources

**39. Have you received or are you seeking funding for this project from another source? \***

- yes, I have received funding for this project from another source
- yes, I have confirmed funding from my organisation
- yes, I applied but the outcome is not yet known
- no, I applied for other funding but was not successful
- no, I have not applied for other funding

At least 1 choice and no more than 5 choices may be selected.

If you answer yes to either of the first two options complete the table below in Question 40.

### Confirmed Funding From Other Sources

Complete the table below if you have received funding from another source or you have confirmed funding from your organisation.

**40. Income from other sources**

\$

Confirmed funding from Federal Government	\$
Confirmed funding from Local Government	
Confirmed funding from your organisation (not in-kind)	
Confirmed funding from other sources (not in-kind)	

### Seeking Funds From Other Sources

**41. If you are seeking funds from other sources to deliver this project, name the source of funds, the amount and describe what these funds will be used for.**

Word count:

Must be no more than 200 words

### Project Partner 1

This information is provided only if you selected 'Yes' or 'Not yet confirmed' for question 25.

If you have more than 2 Project Partners please attach a list of further partners to this application form. Uploads can be made at the end of this application form.

**42. Project Partner 1 - Contact Name \***

Title      First Name      Last Name



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### 43. Organisation Name \*

Organisation Name

### 44. Business Address \*

Address

  

Suburb State Postcode

Must be an Australian postcode.

### 45. Business Phone Number \*

Must be an Australian phone number.

### 46. Email Address \*

Must be an email address.

### 47. Website \*

Must be a URL.

### 48. Role in Partnership \*

Must be no more than 50 words.

Please detail what the project partner's role will be during the implementation of this project.

### 49. Contribution to Project \*

Must be no more than 50 words.

Please also detail any financial or other contribution made by this project partner.

## Project Partner 2

If you have more than 2 Project Partners please attach a list of further partners to this application form. Uploads can be made at the end of this application form.

### 50. Project Partner 2 - Contact Name

Title First Name Last Name

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### 51. Organisation Name

Organisation Name

### 52. Business Address

Address

Suburb State Postcode

Must be an Australian postcode.

### 53. Business Phone Number

Must be an Australian phone number.

### 54. Business Email

Must be an email address.

### 55. Website

Must be a URL.

### 56. Role in Partnership

Must be no more than 50 words.

Please detail what the project partner's role will be during the implementation of this project.

### 57. Contribution to Project

Must be no more than 50 words.

Please also detail any financial or other contribution made by this project partner.

## Project Budget

### Budget Guidelines

- a portion of the budget can be used for project coordination
- up to 10% of the budget can be used for the administration of the project
- up to 10% of the budget can be used to purchase minor equipment (applicants must demonstrate the need for these purchases. See Question 60. Minor Equipment )
- up to 5% of the budget can be used for catering.

## Expenditure Table - Youth Opportunities Funding

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

Make sure to:

- check the budget guidelines
- 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 response in Question 26.

<b>Expenditure (over project duration)</b>	<b>\$ Amount</b>
	\$
Expenditure on each item over duration of the project.	Must be a dollar amount

### In-kind Contribution Table

59. List all in-kind contributions (eg. volunteer hours). Please detail the equivalent cash value of all in-kind contributions. Add additional rows if required.

<b>In-kind Contribution</b>	<b>\$ Amount</b>
	\$
	Must be a dollar amount as an equivalent value

### Minor Equipment

Up to 10% of the budget can be used to purchase minor equipment. Applicants must demonstrate the need for these purchases.

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

Word count:  
Must be between 50 and 200 words.

## Overcoming Barriers to Community Participation

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\* indicates a required field

### Youth Opportunities program purpose and objectives

The project is to clearly align with the purpose and objectives of the Youth Opportunities program. See Program Guidelines for further information.

#### **Program Purpose**

The purpose of the Youth Opportunities program is to break-down barriers and increase young people's access to and inclusion in the community.

#### **61. List the community activities that have been developed in partnership with young people to be delivered as part of the project. \***

Word count:

Must be between 50 and 200 words.

#### **62. List the barrier(s) young people 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.

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

Word count:

Must be between 50 and 200 words

## Project Objectives

### Project Objectives

Applicant organisations are expected to involve young people at every stage of the project including identifying the need through to planning, design, delivery, final review and recognition. (Refer to Program Guidelines, Life Cycle of a Youth Opportunities Project)

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The Youth Opportunities program aims to increase the number of opportunities available for young people to participate in a meaningful way.

### Project Objectives - Objective 1

\* indicates a required field

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

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

Word count:

Must be between 50 and 200 words.

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

Word count:

Must be between 50 and 200 words.

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

Word count:

Must be between 50 and 200 words.

**67. 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:

Must be between 50 and 200 words.

### Project Objectives - Objective 2

\* indicates a required field

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

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

Word count:

Must be between 50 and 200 words

### Project Objectives - Objective 3

\* indicates a required field

Objective 3: Provide young people with the knowledge and skills to strengthen their ability to participate in their local community such as developing teamwork, communication, decision-making and leadership skills.

**69. Describe how this project will develop the knowledge and skills young people have said they would like to acquire. How will these skills improve their ability to participate in their local community? \***

Word count:

Must be between 50 and 200 words

### Project Objectives - Objective 4

\* indicates a required field

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

**70. 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

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- Award events
- Reference letter
- Local media exposure
- Other:

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

## Project Impact

\* indicates a required field

Project Impact: All projects must align with the Purpose and Objectives of the Youth Opportunities program.

See Program Guidelines for further information.

**71. What are the expected project benefits and impact? How will you measure them? Make sure your indicators are S.M.A.R.T (Specific, Measurable, Achievable, Realistic and Timely). \***

Word count:

Must be between 50 and 200 words.

## 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).

**72. Outline your exit strategy. \***

Word count:

Must be between 50 and 200 words

## Uploads, Checklist and Declarations

\* indicates a required field

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### 73. Upload attachments here (only required if there are more than two Project Partners).

Attach a file:

File size should be no larger than 5mb per attachment.

### 74. Project Declaration and Exclusions Checklist \*

- 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
- 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

At least 14 choices and no more than 14 choices may be selected.

### 75. Application Checklist \*

- I have the appropriate authority to submit this application, as an individual or on behalf of the organisation I represent
- I understand that if successful in securing a grant, the project must be completed by 31 December 2021
- 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
- I have read the Program Guidelines and Frequently Asked Questions
- I have proof read this application and checked the project budget

At least 5 choices and no more than 5 choices may be selected.

**Disclaimer:** Submission of an application does not guarantee funding. The costs of producing an application are borne by the applicant. The grant giving agency reserves the right to withdraw funding. Applicants should ensure that they have read all relevant program materials in order to be fully informed about the program's requirements.

**Use of Information:** Information received in applications for funding is treated as confidential. However, documents held by the grant giving agency are subject to the Government Information (Public Access) Act 2009. This means that the information contained in application forms and other relevant documents may be released in response to a request lodged under this Act.



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In order to adequately assess applications for funding and implement the funding program, information contained in the application and its attachments may be shared with delegated officers of the grant giving agency or shared with other government agencies should it be deemed appropriate.

Should this project be successful, the following information will be made public; the name of the applicant, project title, project description, location of the project and the amount awarded to the project.

### 76. Declaration Agreement \*

I declare that all information provided as part of this application is true and correct, and that I am authorised to submit this application to the Youth Opportunities Program.

### 77. Name of person submitting application \*

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

### 78. Position of person submitting application \*

### 79. Email address of person submitting the application \*

Must be an email address

### 80. Phone number of person submitting application \*

Must be an Australian phone number (include the area code). Must be able to be used during daytime hours.