WA Youth Engagement Grants Program 2023

**DOCG202234193**

**Application Form**

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Thank you for your interest in the WA Youth Engagement Grants Program 2023.

Before completing this form, please ensure that you have read and understood all the information provided in the Grant Program Guidelines.

If you have any difficulties completing this application form, please contact Melinda Cunningham, Grants Assistant at Communities on 0432 835 077 or by email grants@communities.wa.gov.au.

**Important Notice**

This WA Youth Engagement Grants Program 2023 is subject to Government directions on COVID–19 Safety Plans and Guidelines <https://www.wa.gov.au/government/covid-19-coronavirus>.

## **Section One – Applicant Details**

An applicant to the WA Youth Engagement Grants Program 2023 must be an incorporated, not-for-profit entity or a local government authority.

If the organisation undertaking the project is **not incorporated**, the grant must be applied for through an auspice that is either a not-for-profit, incorporated organisation or a local government authority.

An auspice organisation will assume administrative responsibility and accept and adhere to all terms and conditions of the grant, maintain financial records, and provide reporting information for successful applications.

**1.1 Organisation**

|  |  |
| --- | --- |
| Legal name of organisation | Click here to enter text. |
| Trading name*if different to the legal name* | Click here to enter text. |
| ABN | Click here to enter text. |
| Contact person | Click here to enter text. |
| Position | Click here to enter text. |
| Email address | Click here to enter text. |
| Telephone | Click here to enter text. | Mobile | Click here to enter text. |
| Postal address | Click here to enter text. |
| Suburb | Click here to enter text. | Postcode | Click here to enter text. |
| Website | Click here to enter text. |

**1.2 Entity type**

**Select the entity type of the organisation:**

* Aboriginal corporation [ ]
* Incorporated association [ ]
* Local government authority [ ]
* Not-for-profit company [ ]
* Not-for-profit trust [ ]
* Organisation established under an Act of Parliament [ ]
* Unincorporated group [ ]
* Other (please detail) [ ]
Click here to enter text.

**1.3 Unincorporated organisation applying through an auspice**

|  |  |
| --- | --- |
| Legal name of organisation | Click here to enter text. |
| Trading name*if different to the legal name* | Click here to enter text. |
| ABN | Click here to enter text. |
| Name of Legal Signatory | Click here to enter text. |
| Position of Legal Signatory | Click here to enter text. |
| Contact person | Click here to enter text. |
| Position | Click here to enter text. |
| Email address | Click here to enter text. |
| Telephone | Click here to enter text. | Mobile | Click here to enter text. |
| Postal address | Click here to enter text. |
| Suburb | Click here to enter text. | Postcode | Click here to enter text. |

## **Section Two – Project Details**

### 2.1 Project name: Click here to enter text.

**2.2 Provide an overview of the project, including the project objectives, in accordance with the Guidelines.**

Click here to enter text.

**2.3 Attach a detailed project plan, including a project schedule of key phases, milestones, activities and community engagement to this application.**

Yes, project plan attached [ ]

No, project plan is not attached [ ]

Click here to enter text.

### 2.4 Timeline of your project.

Estimated project start date: Click here to enter text.

Estimated project finish date: Click here to enter text.

### 2.5 What region will your project run in?

* Gascoyne [ ]
* Goldfields/Esperance [ ]
* Great Southern [ ]
* Kimberley [ ]
* Mid West [ ]
* Peel [ ]
* Pilbara [ ]
* South West [ ]
* Wheatbelt [ ]
* North West Metropolitan [ ]
* North East Metropolitan [ ]
* South West Metropolitan [ ]
* South East Metropolitan [ ]

### 2.6 Provide evidence of community need and support of the project by the community.

Click here to enter text.

### 2.7 How many young people are anticipated to directly benefit from the project?

###  Click here to enter text.

### 2.8 Describe how young people will be (or have been) engaged in the project design and/or implementation?

Click here to enter text.

**2.9** **List the intended outcomes of the project.**

Click here to enter text.

**2.10 How will the project be evaluated against the intended outcomes described above and the program priority areas outlined in the grant program Guidelines?**

Click here to enter text.

**2.11 How will young people continue to benefit from the project following the term of the grant?**

Click here to enter text.

**2.12 Identify the primary target group of young people for the project.**

* All young people (age 10 to 25 years) [ ]
* LGBTIQA+ [ ]
* Young people with disabilities [ ]
* Aboriginal or Torres Strait Islander [ ]
* Young people from CaLD communities[ ]
* Rural, remote and regional [ ]
* Other [ ]
Click here to enter text.

### 2.13 Community partnerships

What other groups, organisations or local governments are involved in planning and implementing your event/activity. Please list ALL the organisations involved, with contact details and how they are contributing.

|  |  |  |
| --- | --- | --- |
| **Organisation Name** | **Contact Person/Phone** | **How is this organisation involved?** |
| e.g. XYZ Council | John Smith, xxxx xxxx | On planning committee, free venue |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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## **Section Three – Project Budget**

|  |  |
| --- | --- |
| Requested grant amount (enter an amount up to $5,000 or up to $10,000 depending on proposed project, refer to Guidelines for description of project funding availability) | $Click here to enter text. |

It is important to detail the proposed expenditure of the requested grant and indicate any other income that is expected in support of the project, either cash or in-kind. The value any contributions made to the project by partner organisations noted above should be specified in this section.

Use the table below to show where the money for your project is coming from and how it will be spent. Include the WA Youth Engagement Grants Program 2023 grant amount (maximum $5,000 for short term one-off activities up to six months or $10,000 for longer term six to twelve months community wide strategic initiatives) and specifically outline what areas the grant will be allocated to. If you are getting funds from other sources to support your project, it is important you show evidence of where the money is coming from.

**Do not include GST in the costings below.**

Note: Please also include your organisation’s cash and ‘in-kind’ contributions.

| **Budget Item** | **XXX Grant****($ excluding GST)** | **Other Cash or Grants****($ excluding GST)** | **In-kind Support** | **Source of Other Cash or In-kind Support** |
| --- | --- | --- | --- | --- |
| What the funding is to be spent on | Proposed grant expenditure from the XXX Program only. | Any other cash income anticipated for this project from the applicant and/or project partners | An estimated dollar value of the in-kind support for the project from the applicant and/or project partners | Note the source of Other Cash or In-kind support and if this is confirmed or unconfirmed with the source |
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| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **TOTAL** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |

## **Taxation and banking details**

This section is to be completed by the organisation managing the grant funds.

**Taxation**

|  |  |
| --- | --- |
| Australian Business Number (ABN) | Click here to enter text. |
| Registered for Goods and Services Tax (GST) | Registered for GST [ ] Not registered for GST [ ]  |

**Bank account**

|  |  |
| --- | --- |
| Bank name | Click here to enter text. |
| Branch / suburb | Click here to enter text. |
| Account name | Click here to enter text. |
| BSB number (must be six digits) | Click here to enter text. |
| Account number (up to nine digits only) | Click here to enter text. |

**Affiliated body**

If the requested grant amount, combined with any other grants or funding received from the Department of Communities (Communities) comprises **more than 50%** of the applicant organisation’s total annual income for the current financial year, the organisation is an **Affiliated Body** of Communities.

Acknowledgement of affiliated bodies is a requirement of Communities in accordance with the *Financial Management Act 2016* and prescribed by the Treasurer’s instructions.

|  |  |
| --- | --- |
| Yes, the organisation is an affiliated body | [ ]  |
| No, the organisation is not an affiliated body | [ ]  |

## **Grant conditions**

Grants provided through the WA Youth Engagement Grants Program 2023 are subject to the following terms and conditions:

1. The grant is to be used solely for the specified purpose approved by the Department of Communities (Communities) during the funding period.
2. Written approval must be sought from Communities for any request to vary the approved purpose of the grant or seek an extension to the funding period.
3. Any part of the grant that is not used in accordance with Condition 1 must be repaid to Communities unless prior written approval is obtained.
4. Should the activities for which the grant was approved cease or should the grant agreement be terminated due to a breach of the any of these Conditions, then:
	1. the balance of the grant, unspent in accordance with the approved purpose of the grant, must be repaid to Communities within ten business days; and
	2. any property acquired with the grant must be transferred to another not-for-profit organisation with similar objectives and purposes to the recipient organisation, upon approval by Communities.
5. Providing a grant does not entitle a recipient organisation to be provided any further funding than that specified in the grant agreement.
6. Communities will not be held responsible for the success of the approved purpose for which the grant is provided or for any losses or additional costs incurred that are associated with the approved purpose.
7. Any documents or information relating to the grant or the approved purpose must be provided to Communities within ten business days of the request.
8. All payment conditions and reporting requirements must be met, as specified by Communities.
9. The Auditor General for the State of Western Australia, or an authorised representative, must be granted access to, and be permitted to examine, records and information concerning this grant.
10. All Local, State and Commonwealth laws applicable to the approved purpose must be abided by and complied with at all times.
11. Any project that involves working with children must ensure that the recipient organisation and all employees and volunteers comply with the *Working with Children (Criminal Record Checking) Act 2004*. Please refer to the Working with Children Check website for further information [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au/).
12. Communities is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the grant.
13. Recipient organisations are required to be appropriately incorporated and be responsible for ownership of the appropriate insurance policies. This includes, but is not limited to, Public Liability, Volunteer Insurance, Workers’ Compensation, and Professional Indemnity.
14. An acknowledgement of funding assistance provided by Communities must be included in any advertising and on any material relating to the project by using the words ‘Supported by the Department of Communities’.
15. Any individuals involved with the project must not be exposed to significant promotions for alcohol or unhealthy food and drinks during the term of the project.
16. Goods and Services Tax (GST)
	1. For the purposes of Condition 16:
		1. “GST” means the goods and services tax applicable to any taxable supplies, as determined by the GST Act;
		2. “GST Act” means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations; and
		3. The terms “supply”, “tax invoice”, “taxable supply”, and “value” have the same meanings as in the GST Act.
	2. If the supply of anything through this agreement is a taxable supply under the GST Act, the grant shall be inclusive of GST.
	3. If the parties agree that Communities will issue the recipient organisation with a recipient-created tax invoice (RCTI), then the parties hereby agree that:
		1. Communities will issue a RCTI in respect of GST payable on the supply of the project and the recipient organisation will not issue a tax invoice in respect of that supply;
		2. The recipient organisation warrants that it is registered for the purposes of GST and Communities will notify the organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the term of the agreement; and
		3. Communities will indemnify and keep indemnified the recipient organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which Communities issues an RCTI under the grant agreement.
17. If any of the terms or conditions are breached by the recipient organisation, Communities may terminate the grant agreement at any time and without giving prior notice.

## **Declaration**

On behalf of the applicant organisation, I declare that:

* I am currently authorised to legally enter into contracts on behalf of the organisation, according to its constitution or as bound by law.
* All the information provided in this application, including any attachments, is true and correct.
* The taxation and banking details entered in this application are true and correct.
* The organisation is financially viable and able to meet all accountability requirements.
* I give permission to the Department of Communities, when applicable, to contact any persons or organisation in the processing of this application and I understand that information may be provided to other agencies, where appropriate.
* If a grant is provided:
	+ I am aware the Grant Conditions outlined in this document will apply to ensure a project is appropriately completed and accountability requirements are met.
	+ I agree to ensure that appropriate insurances are in place (including but not limited to worker’s compensation, volunteers, professional indemnity, public liability, motor vehicle, etc.).
	+ I agree to undertake the project as stated and provide the required qualitative and financial reports to demonstrate that the grant was expended in accordance with the agreement.

|  |  |
| --- | --- |
| Legally authorised officer signature |  |
| Date | Click here to enter a date. |
| Legally authorised officer name | Click here to enter text. |
| Legally authorised officer position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Legally authorised officer telephone | Click here to enter text. |
| Legally authorised officer email address | Click here to enter text. |

|  |  |
| --- | --- |
| Witness signature |  |
| Date | Click here to enter a date. |
| Witness name | Click here to enter text. |

## **Application checklist**

Before applying, ensure the following have been completed and checked:

|  |  |
| --- | --- |
| Checklist item | Complete |
| The Guidelines and Grant Conditions have been read and understood by the authorised signatory or delegate of the administering organisation, and any other relevant parties. |[ ]
| All questions in the application form are complete. |[ ]
| Operating rules, terms of reference, or other relevant documentation are attached. |[ ]
| A project plan is attached (if applicable). |[ ]
| Written support from the relevant local government is attached. |[ ]
| The taxation and banking details of the administering organisation have been entered and are correct. |[ ]
| The declaration has been signed by the authorised signatory or delegate of the administering organisation. |[ ]
| All attachments have been included in the application (i.e. project plan, terms of reference, lease arrangements, etc.), where applicable. |[ ]

## **Submitting an application**

Applications close at **4:00pm on 08 February 2023** and will be accepted by email at: grants@communities.wa.gov.au.

**Applications received after the closing date will not be accepted.**

**Your application must be signed and submitted as one entire PDF. Photographs of pages or separate page PDF files will not be accepted.**

All applications will be acknowledged via email within five business days of receipt. Contact the Department of Communities to confirm receipt if no acknowledgement is received by this time.