WA Youth Engagement Grants Program 2023

DOCG202234193

Guidelines

## **Guidelines**

Please refer to the Department of Communities’ (Communities) website at [Grants and Funding web page](https://dlgc.communities.wa.gov.au/GrantsFunding/Pages/Grants%20programs.aspx) to access the application form, at <https://www.wa.gov.au/organisation/department-of-communities/department-of-communities-grants-programs>

All applications must be received by Communities by email by the closing date to be eligible for assessment. No late applications will be accepted.

Please allow up to twelve weeks from the closing date for an application to be processed and the outcome to be announced.

**Closing date is 08 February 2023 at 4:00pm**

**Important notice**

The WA Youth Engagement Grants Program 2023 is subject to State Government directions on [COVID-19 Safety Plans and Guidelines](https://www.wa.gov.au/government/document-collections/covid-safety-plan-and-guidelines). Further information can be found online at:

* State directions for COVID-19 Safety Plan and Guidelines:  
  <https://www.wa.gov.au/government/covid-19-coronavirus>
* WA Recovery Plan:  
  <https://www.wa.gov.au/government/publications/wa-recovery-plan>

**About the program**

The WA Youth Engagement Grants Program 2023 provides grants for local governments and community service organisations to implement projects that engage young people (aged 10-25 years) in creative ways and help to achieve positive outcomes for young people in the community.

In 2021, Communities launched Beyond 2020 - WA Youth Action Plan 2020-22 (the Plan) to support young Western Australians and the communities in which they live. The Plan is available online at <https://www.communities.wa.gov.au/youthactionplan>.

A youth-friendly community is one where young people are treated with respect and where they feel safe, welcome and included. It is a community that encourages and recognises the participation and contributions of young people, supports youth development and provides youth-friendly services, facilities and programs. Young people, community groups and government agencies need to work in partnership to support young people’s participation in decision making, planning and services to meet their diverse needs.

Communities has ten key principles guiding the development of youth-friendly communities:

1. Local government

2. Partnership in the community

3. Relationships with young people

4. Consider young people’s views in community strategic planning

5. Ownership and leadership by young people

6. Diversity of young people

7. Consult young people about a wide range of issues

8. Flexible approach to consulting young people

9. Fun and innovative

10. Evaluation and feedback

Further information about the ten key principles is available at <https://www.wa.gov.au/government/publications/youth-friendly-communities>.

Applications submitted for the WA Youth Engagement Grants Program 2023 must address one of the seven priorities of the 2020-22 Youth Action Plan and follow the ten principles of developing youth-friendly communities.

**Program Objectives**

Youth engagement initiatives and projects that promote and empower young people will be prioritised. In particular, projects that support, inform, and build capacity of young people in the following areas:

* Increase representation of Aboriginal young people with youth development and youth support decision-making mechanisms. For example, increasing representation on boards and committees and/or supporting Aboriginal young people to lead the co-design of initiatives or service.
* Increase the representation of young people in the development of preventative, early intervention and diversion projects for vulnerable young people or young people engaged with the youth justice system.
* Improve mental wellbeing outcomes for young people who are underrepresented such as young carers, young people living with disability, and young victims of family and domestic violence.
* Peer mentoring and respectful relationships training for young people.

To be eligible for funding, proposed projects must also align to one or more of the following Program Objectives:

* Develop the knowledge, confidence and skills that young people need to be actively involved in community life and to respond to issues impacting on their lives.
* Provide opportunities for young people to learn and develop life skills to help them to achieve their personal and professional goals.
* Promote and create environments and accessible services and programs to keep young people well and promote lifelong healthy lifestyles.

**Funding available**

**Grants of up to $5,000** are available for short-term, one-off activities or initiatives (up to 6 months).

For example: a project that involves young people in the planning and delivery of a specific community activity, or workshops where young people can learn and develop life skills.

**Grants of up to $10,000** are available for longer term (6-12 months), community-wide, strategic initiatives.

For example: developing community-wide, multi-organisation youth service plans, a youth engagement conference or planning for youth-friendly communities.

**Eligible grant expenditure**

* Transport;
* equipment and venue hire;
* food and non-alcoholic beverages;
* minor administration costs such as postage, phone, stationery, etc.;
* purchase of minor equipment;
* publication costs of resources and material created through the project;
* consumable items;
* publicity, communications and marketing costs;
* consultants and facilitators; and
* wages directly related to the project.

**Not eligible for grant expenditure**

* infrastructure and capital equipment;
* operational staff wages;
* prizes and gifts, including cash;
* interstate and overseas travel;
* ongoing operating costs of the organisation or costs not directly related to project;
* retrospective costs (any money spent before a grant is approved);
* projects involving fundraising, unless the funds raised are expended on the project;
* projects that duplicate an existing or similar project or service within the community;
* projects that are traditionally funded through other sources (e.g. school activities or sporting/cultural events); and
* projects that could be delivered through an existing service agreement or grant agreement the organisation has with Communities.

**Assessment criteria**

Each application will be assessed against the following criteria:

* The project will benefit young people aged between 10 and 25 years of age.
* The project addresses one or more of the Program Objectives.
* The project aligns with Communities’ Youth-Friendly Communities Principles. Further information available online at: <https://www.wa.gov.au/government/publications/youth-friendly-communities>
* Young people are actively involved in the design, development and implementation of the project. Further information available in Communities’ Youth Participation Kit, online at: <https://www.wa.gov.au/government/document-collections/youth-participation-kit>.
* The project demonstrates community need through evidenced consultations and research.
* Evidence of sound planning and ability to manage the project, including clearly defined aims, project outcomes and evaluation measures to determine the effectiveness, feasibility and sustainability of the initiative.
* Ongoing benefits for young people following completion of the project.
* The project delivers value for money. The amount requested is reasonable given the number of young people involved and the anticipated outcomes for young people.

After meeting the above core requirements, Communities will also prioritise applications that:

* support vulnerable or disadvantaged cohorts in the community; and/or
* support or complement one or more of the priorities within Beyond 2020 - WA Youth Action Plan 2020-22, such as employment, mental health, education and training, a secure place to live, amplifying the voices of young people and climate change. The Plan is available online at <https://www.communities.wa.gov.au/youthactionplan>.

**Eligible applicants**

Eligible organisations must be:

* an incorporated, not-for-profit, community sector organisation;
* a Western Australian local government authority; and
* an unincorporated organisation or community group, applying through the auspice of an incorporated body or a local government authority.

A group or organisation is not-for-profit if its governing documents prohibit distribution of profits to individual members while the organisation is operating and upon its wind-up.

**Not eligible to apply**

Entities not eligible to apply for funding through this program include:

* Commonwealth or State Government agencies;
* Individuals;
* commercial, for-profit organisations;
* unincorporated, community sector organisations (unless applying through an incorporated body or a local government authority); and
* organisations located in the Indian Ocean Territories.

Organisations that have outstanding acquittal or evaluation requirements from previous Communities’ grant or program funding are ineligible to apply until the required documentation has been submitted. Please contact Communities if there are any queries about an organisation’s acquittal status.

**How to apply**

1. Carefully read the Guidelines.
2. Download the application form and complete all sections, including the Checklist at the end of the document.
3. Attach any supporting documents, if required.
4. Ensure the application is signed by the authorised delegate of the Organisation.
5. Submit the signed application to Communities by 4:00pm at [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au).

**No late applications will be accepted.**

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

**Assessment and notification**

All applications will be reviewed against the assessment criteria outlined above.

All applicants will be notified in writing of the outcome of the submission. Please allow up to twelve weeks from the closing date for the outcome.

**Successful applicants**

Upon project completion, successful applicants are required to report on the project activities, participants and partners, lessons learned, and outcomes achieved. A certified statement of income and expenditure is also required to acquit the grant.

Any portion of the grant unspent, or not expended in accordance with the grant program, must be returned to Communities.

**Further information**

For assistance completing and submitting the application form, please contact:

Ms Melinda Cunningham

Grants Assistant Department of Communities

0432 835 077

[grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)

Translating and Interpreting Service (TIS) – Telephone: 13 14 50