

Annual YAC Grants Program Information and Guidelines

Individual Grants

We recommend that you read this information carefully and contact Youth Services if you have any questions before completing an online application form at www.melton.vic.gov.au/youth



Section 1- Information about YAC Grants

Melton City Council believes that young people are not only the future, but are an important part of what makes the City of Melton a vibrant and active place to be.

Melton City Council is committed to providing positive opportunities for all young people. One way this is achieved is through the Youth Advisory Council (YAC) Grants Program, Individual Grants.

The Program aims to assist young people in furthering their skills through participating in chosen activities. The grants are a fantastic opportunity to showcase young people's diverse talents, contributions and achievements.

The grants promote a positive profile for young people living in the City of Melton. It enables young people to explore and express their ideas, providing opportunities to personally develop their skills.

Grants are made available annually and fund individual requests up to **\$500**.

The 2017 Annual YAC Grant program opens on **1 February 2017** and closes on **5 March 2017**.

Applicants will be notified of the outcome of the assessment process in **March/April 2017**.

If you would like further information about the priorities for Council or Youth Services please refer to the Council Plan 2013-2017 or Youth Strategy 2014-2017 at www.melton.vic.gov.au.

Submitting your application – the online application process

Applications for the annual YAC Grants Program are made online. You will need to go to the SmartyGrants website: www.melton.smartygrants.com.au or Melton City Council website: www.melton.vic.gov.au/youth to view the application form and make an application. If you are unable to access the internet, Youth Services can support you by directing you to one of the community and/or youth facilities that provide public internet access.

Applicants are encouraged to submit before the closing date of **5 March 2017** as late applications **WILL NOT** be accepted.

To assist you in completing your application, please read the following tips:

- You will need access to internet and an email address to make your application.
- Access to the application form will not be available until the opening date.
- The online system will not accept incomplete applications.
- All questions marked with an asterisk* **MUST** be completed.

- Check your application carefully before you submit it, as once it has been submitted you cannot go back and make any changes.
- When you submit an application online, you will receive an application number. Please write this down or save the number in your phone and if possible, print it and keep a copy of your application for your records.
- After you have submitted your application, you will be notified by email that it has been received.

Need more support?

If you would like to learn more about preparing and submitting your application; Council will be providing a grant writing information session. If you are interested in coming along to the session below, please RSVP your name and contact number to yac@melton.vic.gov.au.

If you need any further information about the YAC Grants Program, support in completing your application online or access to a computer, please contact Youth Services for an appointment on:

Phone: 9747 5373 Interpreters can be booked if requested.

Email: yac@melton.vic.gov.au.

Section 2- YAC Individual Grant Guidelines

The following guidelines explain who can apply, the assessment criteria and funding conditions. It is important you **READ** the guidelines **BEFORE** you make an application.

Who can apply for an Individual Grant?

Applications are accepted from:

- All young people aged between 12-25 years who reside, attend school or who are employed in the City of Melton are eligible.
- You have **NOT** been given a grant two times in the last 5 years from Council.

Applicants must have:

- Quotations for goods and services from suppliers for items and/or services you are seeking a grant for.

Applicants must attach to their application:

- Quotations
- Other supporting documentation e.g. two letters of support

What can be funded?

The Program aims to assist young people in furthering their skills through participating in chosen activities. The grants are a fantastic opportunity to support and encourage young people's diverse talents, contributions and achievements.

The grants promote a positive profile for young people living in the City of Melton. It enables young people to explore and express their ideas, providing opportunities to personally develop their skills.

Grant Categories:

Arts – This category encompasses the arts and music. The arts can be composed of many artforms. This may consist of but is NOT limited to dance, poetry, drawing, story writing, film, drama, comedy. Music is an artform by use of instruments and sound. This may consist of but is NOT limited to singing lessons, purchase of musical equipment (i.e DJ Equipment, guitar), conferences, performances.

Sports – Physical Activity that is competitive and engaging. This may consist of but is NOT limited to tennis, football, soccer, rugby, netball, basketball, golf, table tennis, motor sports or swimming.

Leadership – Leadership development is participating in activities that will help to personally and professionally develop a young person moving towards their goals. This may consist of but is NOT

limited to purchasing of equipment (i.e hairdressing kits or professional tools, attending workshops/seminars). Some Leadership qualities consist of confidence, focus, inspiration, passion, persistence and empowerment.

Social Civic Responsibility – This category recognises the effort of a young person or the combined efforts of a club/group of young people who have benefited the community. Individuals step outside their own senses of self, their own identity, and give back to others in a manner where the larger element benefits community and not necessarily the specific individuals. This may consist of but NOT limited to the form of volunteerism through social or political participation or through economic enhancement.

Environment and Sustainability – This category recognises a young person who has/wants to protect or sustain the environment, Flora (plant life) or Fauna (animal life).

What won't be funded?

Council provides a number of different avenues opportunities to young people and the community for support and funding assistance. The YAC Grants Program is just one of these opportunities.

The following list identifies the types of things that **CANNOT** be funded by this program. If your request cannot be funded by the YAC Grants Program as outlined below, you are encouraged to contact Youth Services or Councils Community Funding Officer to identify other options for support and funding assistance.

Funding is **NOT** available for the following:

- Grant applications that do not show or have evidence for the young person having a skill and passion in the area
- A young person who has received a YAC grant twice in the past 5 years
- Applicants who have previously received a YAC grant and **HAVE NOT** met all acquittal conditions for that funding
- If the young person does not live, work or go to school in the City of Melton
- Material aid
- Secondary school uniform, fees, books, equipment (standard school curriculum)
- Laptops

How are applications assessed?

When you are making your application, you will be asked a number of questions which will help you to explain your reasons for applying for the funding. When doing this, it is important to consider the three priority areas which your application will be assessed against.

The table below provides you with the criteria that will be considered against each of the priority areas along with the weighting of each.

Meeting the assessment criteria does not automatically guarantee funding.

Applicants should note that the level of funding through the YAC grants program is limited and applications considered against the criteria are in competition with all other applications.

| Priority Area | Assessment Criteria | Weighting |
|-------------------------|--|-----------|
| Individual Need | <ul style="list-style-type: none"> The request responds to an existing or emerging need. Evidence has been provided to support the identified need. | 50% |
| Identify the Outcomes | <ul style="list-style-type: none"> Clear identification of what is going to be gained. | 25% |
| Ability to Manage Grant | <ul style="list-style-type: none"> Goal plan in place demonstrating how the YAC Grant will support achieving goals. A complete, realistic and achievable budget is provided. Alternative funding sources have been considered to support the request. Evidence is provided demonstrating how the need will be supported in the future (if applicable). | 25% |

Note that all applications undergo the following assessment process:

Step 1 An eligibility check is carried out out by Council Officers.

Step 2 Internal assessment by a Council Officer.

Step 3 An Assessment panel meet to decide on recommendations to Council.

Step 4 Recommendations are submitted to Council for final approval.

Funding conditions

Applicants who have previously received funding through Council grants will only be considered if they have met all acquittal conditions for that previous funding.

If successful in obtaining a grant, a cheque will be sent out to the young person who MUST complete and return an acquittal form with attached photocopied receipt of purchase to Melton City Council Youth Services.

If the activity does not occur within the agreed timeframe, the funds MUST be returned to Melton City Council. A change in date may be considered but MUST be negotiated with Melton City Council in writing prior to the original date of the event/activity.

Successful applicants will be required to complete an acquittal within 12 months from the date of receiving the grant.

Applications must be received by the advertised closing date. No late applications will be accepted.