Annual YAC Grants Program Information and Guidelines

Project Grant

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, Project Grants. The grants promote a positive profile for young people living the municipality.

YAC is committed to supporting projects that address the issues faced by young people. Each year, through consultation, members of the YAC identify a particular issue affecting young people in the City of Melton.

YAC hopes to see an exciting, creative project that involves as many young people as possible and empowers youth by delivering engaging, relevant and interesting project or/event.

Grants are made available annually and fund projects up to **$5000.**

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 Grant Guidelines, *Project Grant*

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 a Project Grant?

Applications are accepted from:

- Anyone who works, lives or goes to school in the City of Melton that has a proposal to implement an activity/project that addresses the issues across a broad group of young people within the municipality.
- Incorporated not-for-profit community groups or organisations.
- Community groups and organisations with appropriate auspice support.
- Community groups and organisations providing support, services or programs to people living in the City of Melton.
- You have **NOT** been given a grant twice in the last 5 years from Council.

Applicants must have:
- 75% of project participants living in the City of Melton
- An ABN
- Public Liability Insurance of up to $20 million
- 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
- Certificate of Incorporation
- Statement of Supplier if no ABN
- Copy of Public Liability Insurance
- Other supporting documentation e.g. letters of support

What can be funded?
- Projects which involve young people at all levels of planning, implementation and evaluation.

- Projects which are supported by and involve the local community.

- Exciting, creative ideas, which provide a safe and secure enviroment opportunities for young people, aged 12-25 years.

- Projects that include a broard and diverse group of young people.

What won't be funded?

Council provides a number of different 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:

- Project grants that do not reach a broad and diverse target group.

- Projects that do NOT have a youth focus.

- Equipment purchase that does not directly relate to the activity/project for which funds are supplied.

- Projects which are political or discriminatory against another, based on their gender, sexual identity, culture, race, religion and other.

- Projects that have 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

- Projects that are the clear responsibility of other levels of Governement i.e. school curriculum, infrastructure or concerts.

- Projects which are seeking support for ongoing recurrent operational costs i.e. permanent staff, ongoing salaries, maintenance, venue hire.

- Projects that are already receiving Council funds to do a same or similar activity.

- Projects that are deemed to be duplicating existing services/activities within the municipality.

- Projects that facilitate routine and regular maintenance work to existing facilities.

- Projects that are based at facilities where there is little or no public access.

- Projects that operate solely for the purpose of fundraising for individual gain.

- Projects that are the responsibility of Council to deliver or where the funds will be administered or managed fully or in partnership by Council.

- Projects that are eligible for assessment within the funding threshold of Council's Community Service Organisation Support Funding Program or Donation Fund.

- Projects that are profit making ventures.

- The purchase of equipment and material to address Occupational Health and Safety issues as this is considered to be the responsibility of the agency or organisation concerned.

- Projects that take place outside the City, **UNLESS** it is an element of an outgoing project and has demonstrated direct benefit to the City of Melton community.

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 in 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
Community Need	• The project responds to an existing or emerging need. Evidence has been provided to support the identified need.	50%
Community Benefit	• Who is involved in the project planning and delivery, will new community partnerships and connections be developed. • Clear identification of who will benefit from the project. • Clearly demonstrated outcomes from the project.	25%
Ability to Deliver Project	• Project plan in place demonstrating the steps to	25%

	be taken to deliver the project. • A complete, realistic and achievable budget is provided. • Alternative funding sources have been considered to support the project. • Evidence is provided demonstrating how the project will continue into the future(if applicable).	

Note that all applications undergo the following assessment process:

Step 1 An eligibility check is carried out out by YAC and 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 aquittal conditions for that previous funding.

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

Grant recipients will be responsible for promoting and advertising of the activity, which must also acknowledge Melton City Council as supporting this project. A logo will be provided for this purpose. Grant recipients will acknowledge that Melton City Council accepts no responsibility for the activity, irrespective of the funding provided to support the activity.

Successful applicants will be required to complete an acquittal within 4 weeks of the completion of their project.

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