

BENALLA  
RURAL CITY



**BENALLA**



**PARTICIPATION GRANTS  
PROGRAM**



**Please remember to download and save this form to your computer prior to commencing your application.**



**Do you need help with pulling your idea together or filling out an application?**

Benalla Rural City Council Community Development Team will be conducting an information session about the application process in February 2019.

Anyone considering applying for these grants is encouraged to attend.

Please contact the Councils Community Development team on (03) 5760 2600 to chat about your idea or application.

# YOUTH PARTICIPATION GRANTS

## A. FUNDING GUIDELINES

### BACKGROUND

The Benalla Rural City Council highly values the contribution that young people make to the community and is committed to encouraging youth engagement and active participation in all aspects of community life, as outlined in the Youth Strategy Action Plan. Funding for these grants have been made possible through the Council's Community Support Program.

The Youth Participation Grant is one of four funding streams under the Council's Community Support Program.

The Community Support Program supports projects and activities that will assist in building healthy, vibrant and sustainable communities across the municipality. The four funding streams include:

1. Community Sponsorship Grants
2. Community Grants
3. Youth Participation Grants
4. Major Event Funding Program

The Youth Participation Grant provides small grants up to \$1000 to help fund and support eligible projects, activities and events planned, driven and delivered by young people, for young people. (Youth led)

### TYPES OF PROJECTS THAT MIGHT BE FUNDED

- Youth led events, activities or festivals
- Youth awards ceremonies
- Fund raising events (conditions apply- please refer to page 3)
- Purchase of minor equipment to support a youth event or activity
- Other innovative youth-led ideas

Some examples include:

#### Leadership Programs

- skill building and training opportunities
- encouraging young people to volunteer
- civic engagement activities

#### Creative Arts and Drama Initiatives

- film festivals, musical or dramatic performances, street art

#### Intergenerational Projects

- young people assisting older people with technology

#### Fundraising Projects

- raising money for a local cause – (conditions apply please refer to page 3)

#### Youth Awards Ceremonies

- recognising the contributions of young people

#### Healthy Living Initiatives

- projects about local food
- projects encouraging young people to become active

#### Innovative Use of Technology

- using technology creatively to help young people

#### Projects about the Environment

- promoting opportunities for young people to get involved at Winton Wetlands
- hosting a workshop for young people about local effects of climate change

#### Community Awareness Raising Activities

- Initiatives that highlight issues relating to mental health, diversity or social justice

#### The priorities for this funding are to provide opportunities for young people to:

- Create and implement youth led projects and activities that aim to be sustainable
- Projects that link to the Benalla Rural City's Youth Strategy
- Develop and build the skills and knowledge of young people
- Increase young people's active participation in Benalla by connecting them to their peers and the broader community

## ELIGIBILITY

All projects must be carried out in Benalla Rural City and be of benefit to young people living in the municipality.

### To be eligible:

- Applicants must be aged between 12 to 25
- Applicants must live, work, study or be involved with a community group in Benalla
- Individuals applying must be auspiced (supported) by an incorporated not-for-profit organisation (see FAQ section)
- The project idea must be developed and delivered by young people
- The project must have clear goals and outcomes
- The project must build on young people's skills
- The project must be drug and alcohol free
- The project must have a detailed budget
- You must be able to provide a referee
- The project must be completed within twelve months

### The Youth Participation Grants are unable to fund the following:

- Staff wages and salaries
- Projects that do not benefit young people and their communities beyond the benefits to an individual applicant
- Applications for grant funding will not be considered if the project or activity has already begun or been completed.
- Projects which do not involve the Benalla Rural City community
- Projects, events or organisations which are unable to secure insurance coverage

Please note businesses are ineligible to auspice an application under this grant.

### Ineligible Applicants or Auspice Organisations

- Individuals
- Individual businesses, government agencies, political groups, religious groups and organisations and national and international service clubs
- Applicants who have not satisfactorily acquitted previous Council grants or who have outstanding debts to Benalla Rural City Council.

## REFEREES

All applicants need to provide contact details for a referee.

### Who should I use as my referee?

You should use someone who can talk about your ability to complete your project successfully. Also it's important to make sure that you ask the person's permission before using them as a referee. A family member or relative is not an appropriate referee but you could ask a teacher, employer, sports coach or youth worker.

## HOW WILL APPLICATIONS BE ASSESSED?

### Who will assess?

All applications will be assessed by the Benalla Rural City Youth Action Committee (YAC). The YAC will then make recommendations to Benalla Rural City Council.

### When will successful applicants be notified?

Applicants will be advised of the outcomes of their project before the end of May 2019.

### All applications will be assessed against the following criteria:

- Is your project youth led?
- How have you determined a need for your project?
- What will be the benefits of your project to young people in Benalla?
- Is your budget realistic?
- Is your project inclusive and accessible?
- If you are planning to run an event or festival, do you have appropriate insurance?
- Are you able to complete your project within 12 months?

## FUNDING TERMS AND CONDITIONS

- All applications must be made using the Youth Participation Grants application form. Additional information can be attached if required
- All grants must be used for the purposes outlined in the application
- All activities associated with the project must be legal and include all required permits
- Support provided by Benalla Rural City Council should be acknowledged wherever possible
- Wherever possible, goods and services should be purchased from Benalla Rural City based providers
- A short acquittal report must be submitted at the end of the project if the project receives over \$500
- Benalla Rural City Council will respect the privacy and confidentiality of personal information supplied by applicants
- Benalla Rural City Council may request that grant recipients take part in media activity such as a photo opportunity, media call or another media activity
- Successful applicants will be required to demonstrate project outcomes through photos, media releases and through young people's feedback
- To ensure an equitable distribution of funds, fundraising events can only be funded for a period not exceeding two consecutive years, after which time it is expected that the fund raising event would be self funded.

Please contact Community Development Staff if you would like more information.

## APPLICATION FORMS AND FURTHER INFORMATION

Benalla Rural City Council Community Development team will be conducting an information session about the application process for the Community Grants in February 2019.

Application forms can be obtained via Council's website [www.benalla.vic.gov.au](http://www.benalla.vic.gov.au) or by contacting the Community Development Team on 5760 2600.

## HOW DO I SUBMIT MY APPLICATION?

**Applications must reach the Council by 5.00pm on Wednesday 27 March 2019.**

**Email to:**  
[council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)

**Deliver to:**  
Benalla Rural City Council  
1 Bridge Street East  
Benalla Vic 3672

**Post to:**  
Youth Participation Grants Program  
Benalla Rural City Council  
PO Box 227  
Benalla Vic 3671

## FAQ'S

### **Who may apply?**

Young people aged 12-25 years who are living, working, studying or participating in a community group in Benalla Rural City who have a project idea and a not for profit auspicing organisation willing to auspice or support the application.

### **Who could be an auspicing (supporting) organisation?**

A supporting organisation could be an incorporated club, community group or organisation (eg. Hall Committee or Sports Club).

### **Can a supporting organisation apply independently of a group of young people?**

No, the application must be completed by the young people who will be carrying out the project.

Organisations are encouraged to apply through other Community Support Program grant streams.

### **If an organisation agrees to auspice an application under this program, does that mean they can't apply for another Community Support Program grant?**

No they will still be able to apply for a different grant themselves.

### **How much funding can be applied for?**

Up to \$1000.

### **What is in-kind support?**

In kind support is donated goods and services that can help you with your project eg: photocopying or room hire.

### **Can funding be applied for if the project has already started?**

No.

### **If the project is already planned and ready to start can an application still be submitted?**

Yes, but if successful, Youth Participation Grant funding will not be issued until May 2019. Please keep this in mind when submitting an application, as funding will not be given to projects that have already started.

### **What is an Acquittal Report?**

An Acquittal Report is where you tell us how you spent the grant funding and what the outcomes of the funded activity were. These will only be required for projects over \$500.

An acquittal form will be provided to the successful applicant which must be completed within twelve months from the date of notification of the grant.

### **When does the grant funding need to be spent by?**

If your application is successful the funding will need to be spent within 12 months of receiving it.

### **Can funding still be used if plans for the project change during the 12 months?**

The grant must be used for the purposes as described in the application.

### **Is it possible to apply for funding for a project that will take longer than 12 months?**

No, the funding must be spent within 12 months.

### **Can the funding be used to purchase equipment?**

Yes, if the equipment is necessary to complete the project. However, please consider that some equipment can be hired.

### **Will applications be accepted after the closing date?**

Applications will not be accepted after 5 pm on Wednesday 27 March 2019.

### **If the application is unsuccessful, will it be possible to get feedback?**

Please contact Council's Community Development team to chat about your application on (03) 5760 2600.

# YOUTH PARTICIPATION GRANTS

## B. APPLICATION FORM

### SECTION 1 – CONTACT DETAILS

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**Project name:**

**Full name of young person who will be the main contact:**

**Street address:**

**Postal address:**

**Email:**

**Date of Birth:**  **Current Age:**

**Contact Phone:**  (Home)  (Mobile)

**Number of other young people directly involved in this project:**

*Please get each member of your group to fill out their details on the Group Contact List at the end of this application – please refer to page 12.*

### SECTION 2 – REFEREE

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**Name of Referee:**

**Referee's phone:**

**Referee's email:**

**How does the referee know you/your group?**

## SECTION 3 – PROJECT DETAILS

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**Please tell us how you found out about the Youth Participation Grants?**

- Email                       Facebook                       School                       Word of Mouth
- Other (*please explain*): \_\_\_\_\_

**Describe the project/event/item which you are seeking funding for (please attach extra pages if necessary).**

*(max 100 words)*

**Describe how you came up with the idea for the project/event/item.**

*(max 100 words)*



**What do you hope to achieve with this project?**

*(max 100 words)*

**How will the project benefit young people in Benalla?**

*(max 100 words)*

**Please tick any other groups in the community that you think will also benefit from your project? (if any)**

- |  |  |
|--|--|
| <input type="checkbox"/> Aboriginal and/or Torres Strait Islander people   | <input type="checkbox"/> Men   |
| <input type="checkbox"/> Older persons                                     | <input type="checkbox"/> Women   |
| <input type="checkbox"/> People with a disability                          | <input type="checkbox"/> Young people  |
| <input type="checkbox"/> Rural and isolated                                | <input type="checkbox"/> Young Parents   |
| <input type="checkbox"/> Culturally and linguistically diverse communities | <input type="checkbox"/> Disadvantaged (incl. homeless, low income and unemployed persons) |
| <input type="checkbox"/> Families  | <input type="checkbox"/> Other <i>(please specify):</i>                                    |
| <input type="checkbox"/> Children  |  |

## SECTION 4 – RISK MANAGEMENT

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Can you think of any situations that might arise which could make it difficult for you to finish your project? *(Risks)*

*(max 100 words)*

**Are there any strategies or ideas you have that might limit these risks?**

*Some events/activities will require insurance. Please check whether your supporting organisation will cover this.*

*(max 100 words)*

## SECTION 5 – ACCESS FOR ALL ABILITIES

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Please outline how provision can be made for including people of all abilities in your activity or event?

*(max 100 words)*

**SECTION 6 – BUDGET**

Please provide a detailed budget outlining the expected costs of the project.

<i>List all cash contributions and any other support (Including In-Kind)</i>		<i>Provide details of how you would spend the money</i>	
<b>INCOME</b>	<b>\$</b>	<b>EXPENSES</b>	<b>\$</b>
<b>Income Total</b>		<b>Expenses Total</b>	

Please note that Income and Expenditure totals should be the same value.  
Please make sure you include all anticipated income and costs.

**AMOUNT REQUESTED FROM THE YOUTH PARTICIPATION GRANT:**

## SECTION 7 – CERTIFICATION

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### To be signed by the applicant/s:

I certify that to the best of my knowledge the statements made in this application are true.

I consent to the information contained within this application being disclosed to or by Benalla Rural City Council for the purpose of assessing, administering and monitoring my/our current and any future Council grant applications.

I understand that if the Council approves the grant, I will be bound by the contents of my application to carry out my project as described and my application will form part of my funding agreement with the Council.

Full name of main applicant:

Signature:

Date:



**Please print and sign this page. Once completed you can scan and email, send via post or deliver in person along with the rest of your application. See below for submission details.**

*If you are applying on behalf of a group, please supply contact details for all other young people directly involved with your project in section 9.*

## SECTION 8 – DECLARATION OF AUSPICING ORGANISATION

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### This section needs to be completed by the organisation auspicings your application.

I declare that, should funding be approved, I will take full responsibility for the financial management of the grant and will ensure that the project is delivered in accordance with the terms outlined in the funding agreement and that the conditions of funding are met.

Name:

Title:

Name of Organisation:

Is your organisation incorporated?

Yes (please attach a copy of the 'Certification of Incorporation')

No (Ineligible to apply unless sponsored by an incorporated organisation)

Does your organisation hold public liability insurance?

Yes

No

*Please note, public liability insurance is only required for events/festivals. Please attach a copy of your public liability insurance cover.*

Signature:

Date:



**Please print and sign this page. Once completed you can scan and email, send via post or deliver in person along with the rest of your application. See below for submission details.**

### IMPORTANT NOTICE:

*The Council is collecting your personal information so that we can process your request for a Youth Participation- Grant. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to relevant Council Committees. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement.*

## SECTION 9 – CONTACT DETAILS FOR OTHER GROUP MEMBERS

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Please provide the following details for all other young people directly involved with the project

<b>Full name:</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
<b>Mobile:</b>	<input type="text"/>	<b>Age:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>		
<b>Signature:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>

<b>Full name:</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
<b>Mobile:</b>	<input type="text"/>	<b>Age:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>		
<b>Signature:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>

<b>Full name:</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
<b>Mobile:</b>	<input type="text"/>	<b>Age:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>		
<b>Signature:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>



*Please print and sign this page. Once completed you can scan and email, send via post or deliver in person along with the rest of your application. See page 13 for submission details.*

## APPLICATION CHECKLIST

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- I/we have read all of the guidelines thoroughly.
- I/we am eligible to apply.
- I/we have asked questions about anything that I/we don't understand.
- I/we have completed all of the questions as thoroughly as possible.
- I/we have a referee who can talk about me/us and my/our ability to complete this project successfully and I/we have asked their permission to list them as a referee.
- The budget section is detailed and realistic.
- I/we have attached copies of quotes obtained for each item in the budget.
- The application is signed by the appropriate authorised representative.
- I/we have attached copies of letters of support\*
- I/we have kept a copy of the application for my/our own records.

*\*A letter of support can be written by anyone in the community who has an interest in ensuring that your project is a success. (Stakeholders) It shows that they consider your project worthwhile and important for the community. They can write about how they will demonstrate support or be involved. Letters of support help strengthen your application.*

**Please submit your completed application by  
5PM, WEDNESDAY 27 MARCH, 2019.**



**Email to:**

council@benalla.vic.gov.au



**Deliver to:**

Benalla Rural City Council  
1 Bridge Street East, Benalla VIC 3672



**Post to:**

Youth Participation Grants Program  
Benalla Rural City Council  
PO Box 227, Benalla VIC 3671



**For questions regarding this application process please contact the Community Development Team on 5760 2600.**

**If required, the Council may contact the young person nominated for further information.**

**Please remember to save the completed application form to your computer prior to printing or emailing your application to the Council.**