

BENALLA
RURAL CITY



BENALLA



**PARTICIPATION GRANTS
PROGRAM**



We have moved our grants management process online. To apply for a grant, go to benalla.vic.gov.au/community-grants



Do you need help with pulling your idea together or completing the application?

Don't have online access?

Help is available.

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

YOUTH PARTICIPATION GRANTS

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 Annual Grants Program.

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

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

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

The Youth Participation Grant provides small grants up to \$500 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 a panel consisting of young people and Benalla Rural City Council staff.

When will successful applicants be notified?

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

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 completed online at www.benalla.vic.gov.au/community-grants.
- 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 online acquittal 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 PROCESS AND FURTHER INFORMATION

Applications must be completed online at www.benalla.vic.gov.au/community-grants.

If you don't have online access or if you need help with preparing your application, please contact the Community Development Team on (03) 5760 2600.

FAQs

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 (e.g. 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 \$500.

What is in-kind support?

In kind support is donated goods and services that can help you with your project e.g.: 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 funding will not be given to projects that have already started.

What is an Acquittal?

An Acquittal is where you tell us how you spent the grant funding and what the outcomes of the funded activity were.

You will be prompted to complete an online acquittal form 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 the closing date.

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 2660