

# Richmond & Collingwood Youth Program Grants 2020 – 2023 Guidelines



## Richmond & Collingwood Youth Program Grants 2020 – 2023

Yarra City Council provides funding through different grant programs for not-for-profit organisations to help achieve the Strategic Objectives of the Council Plan.

The Richmond and Collingwood Youth Program Grants provide up to three years of funding subsidy to a not-for-profit organisation towards the design, deliver and evaluation of programs and activities which identify and address the needs of 8 to 21 year olds living on the Richmond and/or Collingwood Housing Estates.

\$90,000 (plus CPI) per annum is available per estate, for a three year term from 1 July 2020 to 30 June 2023. Applicants may propose projects which take place on either Richmond or Collingwood Estate, or may propose a program that runs across both estates. The funding pool for each estate may be divided among multiple recipients or awarded to a single applicant depending on the merit of the applications received in this round.

These guidelines describe how a group or organisation can access funding assistance from Yarra City Council to deliver the Richmond and Collingwood Youth Program Grants.

### Program objectives

The Richmond and Collingwood Youth Program Grants align with the key strategic objectives of the Council Plan 2017 – 2021, and the goals outlined in Yarra City Council's *0 – 25 Years Plan for Children, Young People and Families*. The grants highlight Council's commitment to ensuring that young people aged 8 to 21 years, particularly those disadvantaged, have enhanced health and wellbeing outcomes.

Specifically, the objectives of the Richmond and Collingwood Youth Program Grants are to:

1. Deliver regular programs, activities and events for children and young people during term time and school holidays on the Collingwood and Richmond housing estates;
2. Ensure all programs and activities delivered are culturally safe, welcoming and inclusive for all children and young people;
3. Work with Council to promote stories and achievements of children and young people from the Collingwood and Richmond housing estates;

4. Work in partnership with children and young people, their families, and key local stakeholders to increase young people's access to information, support and referral to youth services in the City of Yarra; and
5. Support opportunities for children and young people to participate in the design, planning, delivery and evaluation of programs, and, where possible, have a greater voice and influence on wider Council decision-making.

In addition to the specific objectives, successful applicants must also ensure that programs and activities on the Richmond housing estate are delivered at the Richmond Youth Hub (pending completion, tbc), and in partnership with organisations coordinating the facility.

## Eligibility: Who can apply for this program grant?

A pre-eligibility assessment is conducted for all applications. Ineligible applications will not be assessed.

**Applicants must be a not-for-profit organisation either registered as a charity, public benevolent institution or have DGR status.**

In addition, applicants must also:

- Be an organisation located in Yarra and/or have at least 5 years' experience delivering programs in Yarra;
- Provide an ABN;
- Have answered all questions on the application form and provided all supporting material at the time the application submitted;
- Acknowledged they have read and understood terms and conditions of this grant program;
- Have no outstanding debts to Yarra City Council;
- Have acquitted any previous Yarra City Council grants;
- Hold public liability insurance with a suitable level of coverage; and
- Have successfully lodged their application before the advertised closing date.

Late applications will not be accepted under any circumstances.

### Who is not eligible to apply for this grant?

- Individuals;
- Business and for-profit organisations; or
- Organisations that are not incorporated with their own ABN (auspiced applications will not be accepted in this grant program).

## Key dates

Information sessions	20 January – 24 January 2020
Program grant opens	20 January 2020
Council officers available for consultation	20 January 2020 – 14 February 2020

<b>Applications close</b>	<b>11:59PM 17 February 2020</b>
<b>Assessment</b>	<b>February – March 2020</b>
<b>Approval by Council and announcement of grant outcomes</b>	<b>April 2020</b>
<b>Program commences</b>	<b>July 2020</b>

## How to apply

### Application process

1. Confirm your organisation's eligibility to apply
2. Discuss your application with the contact officer – Rupert North, Coordinator, Youth & Middle Years on 9426 1544 or [Rupert.North@yarracity.vic.gov.au](mailto:Rupert.North@yarracity.vic.gov.au)
3. Consider the assessment criteria and prepare your application, including all supporting documentation
4. Login to Smartygrants <https://cityofyarrasmartygrants.com.au/> and complete your application.

### Using smartygrants

Applicants for the Richmond and Collingwood Youth Program Grants are required to submit their applications and supporting documentation using the online form.

The online form can be found on the following website <https://cityofyarrasmartygrants.com.au/>

Your application must be completed on line and returned to <https://cityofyarrasmartygrants.com.au> at any time to view your application, but once it is submitted it cannot be changed.

Applications should not be submitted until they are fully completed.

### Submitting your online application

Applications must be received by 11:59pm, 17 February 2020

No late applications will be accepted.

Typed, emailed, faxed or hard copy applications will not be accepted

When you submit your application you will receive an automated email acknowledging that your application has been received with a copy of your application attached. This will be sent to the email used to register on Smartygrants. If you do not receive this email of receipt your application has not been submitted. Yarra City Council staff cannot view applications that have not been submitted.

### Need assistance to complete an application?

Applicants who need help completing their application are encouraged to contact the Grants Team on 9205 5170. Interpreters can be booked if requested.

### Checklist (including information you must provide as part of your application)

- ✓ Consulted with Council's contact officer for this program grant
- ✓ Proof the applicant is a not-for-profit organisation either registered as a charity, public benevolent institution or have DGR status
- ✓ ABN
- ✓ Proof that your organisation is located in Yarra and/or has at least 5 years' experience delivering programs in Yarra
- ✓ Certificate of public liability insurance for a minimum of \$10 million
- ✓ Child Safe Policy or Commitment Statement
- ✓ Latest audited financial statement
- ✓ Program Plan (or document showing proposed approach to programming)
- ✓ Evaluation Framework
- ✓ Budget

You can fill in the application on line and return to <https://cityofyarrasmartygrants.com.au/> at any time to view your application, but once it is submitted it cannot be changed.

Applicants are encouraged to attach supporting documentation, including letters of support from other organisations.

Applications should not be submitted until they are completed and you are ready to hit the submit button.

When you submit your application you will receive an automated email acknowledging that your application has been received with a copy of your application attached. This will be sent to the email used to register on *Smartygrants*. If you do not receive this email of receipt your application has not been submitted. City of Yarra staff cannot view applications that have not been submitted.

## Assessment criteria

**Council will prioritise proposals that rate highly across the following criteria:**

Assessment criteria	What you should include in your application	Weighting
Research and consultation	<p>Research and consultation that demonstrates:</p> <ul style="list-style-type: none"> <li>(a) Evidence of needs addressed, including research and/or evaluation already undertaken that identifies the needs of children and young people aged 8-21 years that live on the Richmond and/or Collingwood Housing Estates;</li> <li>(b) Level of engagement and consultation with children and young people, the wider community, schools and local stakeholders in the development of the program;</li> </ul>	25%
Organisational experience and commitment	<p>Organisational profile that demonstrates:</p> <ul style="list-style-type: none"> <li>(a) Experience in the provision of programs for children and young people from culturally and linguistically diverse backgrounds;</li> <li>(b) Evidence of organisational commitment to Child Safe Standards including how this translates into the program practise;</li> <li>(c) Level of involvement of children and young people in the planning and delivery of the program;</li> <li>(d) Demonstrated experience in staff and volunteer management and contemporary approaches to industrial relations; and</li> <li>(e) Demonstrated involvement of local partners in the planning and delivery of the program</li> </ul>	25%
Relevance	<p>Stated program approach or plan demonstrating</p> <ul style="list-style-type: none"> <li>(a) Clear aims, objectives and outcomes, including measures;</li> <li>(b) Participation of children and young people aged 8 – 21 living in public housing in the local area;</li> <li>(c) how well the program will respond to the identified needs of children and young people;</li> <li>(d) how the programs and activities will link in with the Richmond Youth hub</li> </ul> <p>Evaluation framework</p> <ul style="list-style-type: none"> <li>(e) Documented approach demonstrating how the applicant will measure how well the program is being delivered and whether it is making satisfactory progress towards what it has set out to do.</li> </ul>	25 %
Value	<ul style="list-style-type: none"> <li>(a) Complete and realistic budget identifying how Council's subsidy will be expended; and</li> <li>(b) Capacity to promote and link children, young people and their families with local and relevant community services.</li> </ul>	25 %

## Terms and conditions

### For all applicants

- This is a competitive grant program and the funding allocation is awarded on the merit of the application.
- The total funding available to this grant program is \$180,000 per annum (plus CPI) for up to 3 years. Funding in years 2 and 3 is subject to Council's annual budget process.
- Council reserves the right to request further information in considering applications. If deemed necessary, applicants may be required to discuss or clarify their application with Council officers and/or provide further written information within a specified timeframe.
- Canvassing or lobbying of Councillors, council employees or independent assessors in relation to this grant program is prohibited. Lobbying or canvassing relevant officers may result in your application being deemed ineligible.
- For the protection of grant applicants and those involved in the assessment process, all Council officers and community members involved in the assessment process are required to declare their interest prior to assessing any grant applications or reviewing project evaluations and reports. The process ensures that a clear or perceived conflict of interest is promptly identified and addressed. In the event of a conflict of interest, the person will not participate in any discussion or decision relating to the nominated item(s) of conflict.
- A Council Report on the recommended funding allocation is presented to Council for their consideration. The decision to award the grant is made by Council and Council's decision is final. There is no appeals process.

### Successful applicant

The successful applicant must:

- Use the grant funding for the stated purpose for which the funding was awarded unless further written permission has been obtained by Council before the program commences.
- Enter into a Funding and Service Agreement with Council (further information below)
- Demonstrate satisfactory performance and adherence to all grant conditions.
- Comply with all relevant State and Federal government legislation pertaining to the funded activity. Staff and volunteers working with children must obtain working with children checks.

### Funding and Service Agreement

- The Agreement must be completed, signed and returned by the specified date for the funding to be released.
- The Agreement
  - Establishes a collaborative partnership between Council and the applicant
  - Outlines the roles and responsibilities of Council and the applicant in the provision and use of funding allocated under the Agreement
  - Includes general funding Terms and Conditions and may include specific conditions relating to the delivery of the program funding.

### Acquittal and Evaluation

This will be determined in the funding agreement but Council will require a yearly progress report through SmartyGrants and a final evaluation of the three year program within two months of the program's completion.

### Marketing

The funded applicant will acknowledge of Yarra City Council's contribution and support in all publicity and written material produced for public distribution about the funded program and also provide copies of promotional material.

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