

YOUTH ISSUES NETWORK

Grant Funding Criteria

Introduction/Background

- In recent years there has been an increasing awareness of the significant contribution that community service groups and organizations make in support of young people in the City of Whitehorse.
- The Council has formally recognized this contribution by endorsing the Youth Issues Working Party Grant Funding Program and making a commitment to the program. This program provides funds, to a restricted amount, from Council appropriation to undertake projects/programs delivered by groups/organizations based within the City of Whitehorse.
- The Youth Issues Network (YIN) is responsible for the policy, management and day to day administration of the Grant Funding Program.

Essential Criteria

- The project/program will aim to be an initiative that aims to address unmet needs of young people/services.
- The project/program should aim to improve or enhance the lives of young people in the City of Whitehorse.
- Applicants must be a member of the YIN.
- Preference is given to joint projects/programs.
- Projects/programs should maximize resources by funding projects/programs or services that do not duplicate or overlap with existing services.
- Wages of YIN member agencies are not funded by the Grant Funding Program, however, funding is available for consultants/sessional trainers, where those skills cannot be accessed within the Network member agencies.

The funding submissions will address the following:

- Organisational details of the submitting agency/s.
- Introduction and background information regarding the project/program.
- Outline of the project/program, including timelines and demonstrated need.
- Details of the target group.
- Anticipated number of participants in the project/program.
- Other organizations/groups involved in the delivery of the project/program.
- Objectives/outcomes of the project/program.
- A plan outlining the proposed evaluation of the project/program.
- Budget information, outlining all sources of funding and a detailed account of proposed expenditure.

PLEASE NOTE:

An evaluation report will be required upon completion of program.

Small Grants Funding Application

Please ensure that you have read the funding guidelines prior to completion of this application form.

Please complete all sections and attach any additional information.

Application forms must be presented, with a short overview, at the scheduled Youth Issues Network meeting (generally bi-monthly).

SECTION A | Contact Details

If the proposal is a joint venture this section is to be filled out by the lead agency

Agency Name

Contact Person

Title

Telephone

Mobile

Email

SECTION B | Proposed Program General Information

Program Name

Total funds applied for \$
(Details of budget required in Section C)

Number of participants requiring the program

Program target group (Age)

What are the timelines for the program

Please provide details of other agencies involved in the delivery of the program

Please identify the staff conducting or facilitating the program

Provide a *brief* description of your project/proposal (including relevant background information)

Indicate how you have determined the need for your program?

What are the objectives/expected outcomes from the program?

Please provide a plan outlining the proposed evaluation of the program

SECTION C | Funding and Budget

Please indicate what other sources of funding you have previously tried in order to address the identified program needs?

Please indicate additional (if any) funding available to assist in the program proposal?

Please specify full details of costs, including administration, on costs and in kind contributions

NB: Budgets need to be accurate as there will be no change in the allocation of YIN funds

Expenses:	Salaries (including on costs)	\$ _____
	Hire of facilities	\$ _____
	Travel	\$ _____
	Equipment	\$ _____
	Consumables	\$ _____
	Administration	\$ _____

Other (specify) \$ _____

Total \$ _____

Income: Income provided by applicants \$ _____

Other sources of income (ie Grants) \$ _____

Amount sought from YIN \$ _____

Other (specify) \$ _____

Total \$ _____

SECTION D | Certification

I certify, as an authorized representative of the agency, that the information given in this application is true and correct and that the program for which the funds are sought is consistent with the overall directions and guidelines of the Youth Issues Working Party. I will notify the Youth Issues Network of any changes to the information provided in this application and any other information or circumstances arising that may affect this application.

Signed

Date

Printed name

Position held

Application Process

The following information outlines what happens once you have submitted an application to the YIN Funding Grant Program.

Stages:

1. Applicant prepares and submits funding application.
2. Applicant presents a verbal summary of the project/program at the next available YIN meeting.
3. The Funding Review Committee meets to assess the application, making sure all necessary criteria are met. If the application is approved, then the funding cheque is prepared and will be presented at the next YIN meeting. Applications may be rejected outright if they clearly do not meet the guidelines, or some applicants may be asked to re-submit applications with further details being provided.
4. Successful applicants deliver and complete the project/program.
5. Within one month of completion of the project/program, applicants need to provide a written evaluation report (see pro-forma attached), and present a verbal summary at the next YIN meeting.

Evaluation Pro-Forma

NB: All applicants need to provide a verbal overview at the YIN, and a written report within one month of completion of the project/program.

Given that projects/programs vary in nature, no set evaluation pro-forma has been devised; however reports need to cover the following details:

- Name of project/program, contact person and address, and any other relevant general details.
- An outline of how the project/program was delivered, i.e. Number of sessions, participants, what was delivered or presented.
- An outline of how the project/program was evaluated, and the outcomes.
- What aspect of the project/program, if any, would change if delivered again.
- A summary of the budget and how the funding was expended.
- Details of the future of the project/program if applicable.
- Any other relevant details pertaining to the delivery of the project/program.

For further information, please contact:

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