



# Youth Response Grant Guidelines

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# Youth Response Grant 2024



## Key Dates

Round opens:	9.00am Thursday 1 February 2024
Round closes:	12 noon Thursday 29 February 2024
Outcomes announced:	26 March 2024
Successful Applicants submit funding agreement:	No later than 30 May 2024
Project delivery period:	30 March 2024 – 30 March 2025
Acquittal due:	Within 30 days of completing project

## Introduction

Noosa Council's Community Grants Program is governed by Noosa Council through the Community Grants Policy. It is recommended that you read these guidelines before submitting your application to check your eligibility.

Council recognises the important contributions young people and community organisations make to the inclusiveness, sustainability and vibrancy of our community. To support youth-led projects in our Shire, Youth Response Grants of up to \$30,000 are now available through a special one-off out of round grant funding program.

The Youth Response Grants Program will foster a community-wide partnership approach to addressing social, cultural, environmental and economic matters concerning young people, and aims to support youth-led creativity, entrepreneurship, innovation, active citizenship and social cohesion. Projects funded under the Youth Grants Program would need to demonstrate how they will involve young people throughout the different stages of the project, from issues identification, to design, delivery and evaluation.

The Youth Response Grants Program seeks to respond to Council's objectives that support the needs of Noosa's young people as outlined in the [2023- 2028 Corporate Plan](#), principally:

Objective 2.3 - Nurture arts and culture to enrich the identity and vibrancy of communities, highlight local talent, celebrate First Nations culture and encourage creative participation and expression

Objective 2.5 - Ensure community facilities and services are inclusive, accessible and meet the evolving needs and interests of residents across the shire

Objective 2.6 - Facilitate strong, vibrant, inclusive communities where people have a sense of belonging and are active participants in a rich community life

Objective 2.7 - Fund and deliver sustainable assets and facilities and associated services responding to the changing needs of the community and the challenges and opportunities of the future

Objective 2.8 - Provide opportunities to enhance the health, wellbeing and safety of our communities

Objective 4.3 - Improve opportunities for increased inclusion of young people in community engagement and decision-making to provide relevant services, activities, and opportunities

It is recommended that you discuss your project plans with Council's Community Development staff to be sure the project is 'ready to deliver.'

## **Program Aims**

The Youth Grants program targets young people aged 12–25 years of age and aims to:

- support community organisations to better engage with young people across the Shire
- provide avenues for young people to guide the development of activities and programs related to their sector
- provide services, activities and events that support the needs of young people; and
- create opportunities for young people to develop new connections

## **Eligible Organisations**

The grant program is available to organisations who are seeking a financial contribution to a project which will benefit the residents of the Noosa Shire community and who:

- Are a legal not-for-profit organisation as defined by the Australian Taxation Office (ATO) and Australian Charities and Not-For-Profits Commission (ACNC) which are:
  - An incorporated association
  - A company limited by guarantee
  - A non-trading/non-distributing co-operative
  - An Indigenous corporation

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- Comply with all governance and financial requirements of the State and Commonwealth as at the closing date for the grant program
- Have an active ABN in the name of the legal entity
- Have a bank account in the name of the legal entity

If not eligible, the applicant may apply under an eligible auspice (administrator). The auspice organisation will take legal and financial responsibility for the grant and the project being delivered. See the section on auspicings below.

All applicants (including the auspice) must have:

- Appropriate insurances and adhere to sound Workplace Health and Safety practices
- No debt to Council, or have entered in scheduled payment arrangements that is being adhered to and
- Met obligations of agreement conditions for any previous Council grants

## Who Cannot Apply

This grant program is not available to:

- Commercial businesses or business trusts
- Individuals
- Government agencies or departments of local, state or federal government educational, political or religious organisations, or primary health care providers, where the application is for the organisation's core business
- Parents and Friends Associations, or Parents & Citizens Associations
- Kindergartens, Pre-school and day care centres
- Not for profit organisations with a liquor-licensed supporters/associated club that commercially trades seven days a week

## Auspicing

If the applicant is not eligible, they will need to apply under the auspice of an eligible organisation.

If the application is successful, the auspice organisation will take full legal and financial responsibility for the delivery of this project and the grant administration. For example, the auspice organisation will sign the Funding Agreement, receive the grant payment and be responsible for the acquittal report.

It is mandatory to provide an Auspice Agreement or at least a letter from the President, Chair, Secretary or Treasurer of the Auspice Organisation which indicates they understand and are willing to take on the auspice responsibilities.

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[Download the Auspice Agreement form.](#) It is the responsibility of the applicant to ensure that the auspice agreement is completed, signed and uploaded with the application.

## Eligible Projects

Eligible projects include, but are not limited, to:

- community events which engage young people in planning, delivery and evaluation
- projects which provide arts, cultural, sporting and active recreation opportunities for young people
- projects that create opportunities for young people to develop new connections
- projects which engage young people in community development and active citizenship
- projects that focus on reaching at risk young people
- projects which target issues impacting young people, such as:
  - engagement or leadership development
  - education, employment, training or life skills development
  - environment and sustainability
  - physical health, mental health or suicide prevention
  - bullying, healthy relationships or domestic and family violence
  - youth homelessness and housing support
  - alcohol and other drug use, crime prevention or youth justice
  - mentoring, family engagement or community connection
  - Engagement outside the education system
- support for young people from diverse and/or marginalised backgrounds.

A higher priority will be given to eligible organisations who have engaged with young people and involve them in the conceptual design of the project before submitting an application.

## Projects not eligible for funding

- Projects that are not targeted to young people aged 12 - 25
- Any projects conducted for commercial profit
- Any project conducted for the purpose of raising charitable funds for a third party
- The core business of educational, medical or religious organisations, or activities aimed primarily at economic development

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- Items or services purchased or any project activities which happen outside the project delivery period
- Capital or infrastructure projects

### **The funding cannot be used for**

- Items already funded under another Council grant programs.
- Grant writer fees or auspice fees
- Contingency costs
- Repayment of debts and loans
- Domestic or overseas travel costs
- Purchase of equipment/services that benefit an individual
- Funding for a staff or member social event or uniforms
- Gifts, prize money, prizes or trophies
- Ongoing operational or recurrent costs including but not limited to salaries or wages, rent or lease costs, fuel, bank or accounting fees
- Administration expenses such as stationery, postage and office supplies
- Training not provided by a qualified third party (e.g.in-house training)
- Sponsorship or donations to other organisations.

### **Application**

The application form collects practical information in order to facilitate fair and informed decision making and administration in line with the objectives of this funding program.

Once an application form has been submitted, an email will be sent to the SmartyGrants registered user to acknowledge that Council has received the grant application submission.

Applications cannot be submitted after the advertised closing date and time. Any additional information submitted after the closing date will not be considered.

### **How much funding is available?**

The minimum grant amount from Council is \$1,000 and maximum grant amount is \$30,000.

The delivery of the Youth Grants Program is subject to Council's annual budget. This grant program is a one off out of round grant program focused on youth related initiatives.

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Funding is competitive and Council cannot approve all requests for assistance, therefore grant funding should not be automatically expected.

As Council's grants program is often oversubscribed, Council will not fund 100% of any project. In some instances, only part-funding of the amount requested may be offered.

### **Applicant contribution**

Applicants are expected to contribute to projects wherever possible to satisfy the assessment criteria of providing 'contributions (financial or in kind towards the project'. Other funding sources may include:

- Grants from other funding bodies – refer to Council's website
- Sponsorship, donations of cash, materials, or expertise
- In-kind contribution or volunteer labour

### **Project budget**

It is important to provide a realistic and complete project budget.

- The budget must balance; that is, the total income relating to this project must equal the total expenditure on this project
- The budget must include the supplier's name (if known) in the description of expenditure items
- In-kind support/volunteer hours

### **Quotes**

Written quotes are required for any budget item over \$1,000

- For budget items between \$1,000 and \$7,500 one written quotation is required
- For budget items over \$7,500 two written quotations are required

### **Goods and Services Tax (GST)**

- The grant amount requested must not include GST
- The quotes provided may include GST but the actual figures recorded in the budget must have had GST deducted
- If the applicant (or auspice organisation) is registered for GST then Council will add GST to the grant when it is paid

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- If the applicant (or auspice organisation) is not registered for GST then Council will not add GST to the grant when it is paid
- For more information on GST refer to this [GST page](#) of Australian Taxation Office's website.

## Assessment Criteria

Eligible applications are assessed by a panel against the following criteria:

1. Demonstrated need for the project  
A higher assessment score will be awarded if the applicant engages with young people and involves them in the conceptual design of the project and clearly demonstrated the need for the project. That is, the applicant, in consultation with young people, describes the problem which needs to be fixed, outlining the degree and nature of the negative impact it is having on the community and how the project will positively impact young people.
2. Contributions, financial or in kind, toward the project  
  
A higher assessment score will be awarded if the applicant leverages Council funding with substantial contribution to the funding the project, be it cash at bank and in-kind or donated volunteer time or materials and the applicant demonstrates collaborative community partnerships for the proposed project.
3. Benefit to the Community  
  
A higher assessment score will be awarded where the applicant clearly outlines how the project will benefit young people because of this project.
4. Alignment to Council's strategic goals and identified key initiatives  
  
A higher assessment score will be awarded if the project closely aligns with the priorities as outlined in one of Council's key strategic documents. Visit Council's [Principles, Plans & Strategies website page](#).
5. Capability of the organisation to deliver the project  
  
A higher assessment score will be awarded if the applicant has demonstrated their ability to plan, co-ordinate and deliver a safe and successful project within the project delivery period, all necessary approvals and insurances are in place (or are in the process), and the budget is realistic

## Funding notification

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The outcome of the grant round will be announced on 26 March 2024.

Applications may be part funded. If part funded, the applicant would need to fund the shortfall.

Unsuccessful applicants may request feedback on the assessment by emailing [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au).

### **Successful applicants**

Successful applicants will be emailed instructions on how to claim their grant funds, including entering into a Funding Agreement and invoicing Council.

If the applicant is being auspiced, the Funding Agreement will be signed by, and payment will be made to the auspice organisation.

### **Acknowledgement**

All successful applicants are required to [acknowledge Noosa Council](#) in all published material and online communications associated with the funded project ensuring that Council's positive reputation is maintained at all times.

Noosa Council looks to actively promote the outcomes and accomplishments of grant funded projects and may produce communications featuring the project.

Applicants are expected to acknowledge assistance from Noosa Council in press releases and promotional material, using Council's logo and the words 'Proudly supported by Noosa Council'. The Council's logos and instructions on their use are on the Noosa Council website on the funding acknowledgement page. The logos are to be used in any promotional material, media advertising and signage relating to the proposal during the funding period except for infrastructure projects which should be acknowledged for the life of the funded infrastructure.'

The acquittal will ask for at least two examples of acknowledgment of Noosa Council e.g. Social media, letter or newsletter to supporters or members, media releases, videos, signage, speeches, website etc.

### **Project reporting and acquittal**

Reporting and acquittal requirements will be outlined in the Funding Agreement. Projects are not to commence nor the grant paid before the applicant signs, understands and can meet all terms and conditions of the Funding Agreement including any additional Special Conditions.

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The obligations of the successful applicant include, but are not limited to:

- Organisations will need to provide a financial acquittal within thirty (30) days of funded project's completion.
- Maintaining financial and progress records relating to the delivery of the project
- Notifying Council if there are any changes to the project within the allocated funding period.
- Proof of having [acknowledged Noosa Council](#) in all published material and online communications associated with the project.

## Record Keeping

Some acquittals may be subject to an audit by Council. All grant recipients are required to keep accurate financial records. These records are to be made available to Council should the applicant be selected for an audit.

Organisations will not be eligible to apply for future grant funding if grant acquittal conditions have not been met. A sample acquittal form can be found at [www.noosa.qld.gov.au/council-grants](http://www.noosa.qld.gov.au/council-grants).

## Resources

### Relevant Plans and Strategies

Councils adopted strategic documents can be found here: [www.noosa.qld.gov.au/principles-plans-strategies](http://www.noosa.qld.gov.au/principles-plans-strategies)

## Definition of terms

Confirmed funding	Another source of grant funding already approved, cash at bank, Unconfirmed – another source of funding not yet approved or raised
In-kind	Given freely, donated materials, donated / volunteer labour Eligible – Satisfies the conditions, allowable expense
Not for profit organisation	A community organisation that operates as a legal entity with a primary purpose of providing services to the community. An organisation is non-profit if it is not

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carried on for the direct or indirect profit or gain of its members, both in its operations and winding up.

#### Funding Agreement

A legal agreement entered into by the successful applicant and Council noting the obligations of both parties.

#### Auspice

Auspice means that an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation. An auspicings organisation will be responsible for:

- sign-off on the funding agreement
- the receipt, banking and administration of all moneys
- project monitoring and completion
- ensuring the applicant acquits the funding on time
- sign-off on the acquittal form.

#### Ineligible

Not allowed, legally or officially unable to be considered

#### A business

An organisation or enterprising entity engaged in commercial, industrial or professional activities for profit. This may be in the form of a sole trader, company or partnership. Sole trader - An individual operating as the sole person legally responsible for all aspects of the business. Company - A legal entity separates from its shareholders. Partnership - An association of people or entities running a business together, but not as a company.

#### Audit

Closer financial examination of an acquittal.

### **Applicant support**

For further information or help completing online applications, invoicing, new grant account forms or other aspects of seeking grants, contact Council's Grants Officer on (07) 5329 6437 or email [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au).

### **Legislation**

[Information Privacy Act 2009](#)

[Local Government Act 2009](#)

[Right to Information Act 2009](#)

[Human Rights Act 2019](#)

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