2025 Youth Week Tasmania Grants Program

Guidelines



Department of Premier and Cabinet

Tasmanian Government

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Youth Week Tasmania Grants Program

Purpose

Youth Week Tasmania is for young people, by young people.

Youth Week Tasmania 2025 will be held from Thursday, 10 April 2025 – Thursday, 17 April 2025.

The theme and slogan for the Youth Week Tasmania 2025 is *Courage: Stepping out of your comfort zone.*

The 2025 Youth Week Tasmania Grants Program is coordinated by the Child and Youth Wellbeing Team within the Department of Premier and Cabinet to:

- Showcase the talents and skills of young people;
- Celebrate the contributions of young people in communities, in education and in the workforce; and
- Build the capacity of young people to engage with the broader community and develop practical skills through their involvement in planning and delivering Youth Week Tasmania events or activities.

Youth Week Tasmania aims to be inclusive of young Tasmanians from all communities, and to celebrated across all regions of Tasmania.

Funding Arrangements

The Tasmanian Government has allocated $30,000 for the 2025 Youth Week Tasmania Grants Program.

Grants of up to $2,000 are available to organisations to support Youth Week Tasmania 2025 events, activities, or projects.

Current, formal quotations for all requested items and/or services must be submitted with the application.

Applications are encouraged, where possible to use local Tasmanian suppliers.

Funding will **not** be provided for:

- Staff wages (unless it involves additional hours specifically for the Youth Week Tasmania project);
- Equipment, building, refurbishment and maintenance (although supplies/consumables required to support delivery of the project are permissible);
- Projects that require ongoing funding; or
- Ongoing commercial activities.

All funding is subject to terms and conditions, which will be outlined in a Grant Agreement with successful applicants. These include:

- Funding must be spent as described in the application. Any changes must be approved by Department of Premier and Cabinet.
- The event or activity will be branded with the Youth Week Tasmania logo; and Tasmanian Government Logo

Events will be run in accordance with information provided in an 'event pack'. This will be distributed to successful organisations prior to their events.

Eligibility Criteria

Eligible Applicants

If you are unsure about your ability to meet all aspects of the eligibility criteria please contact the administration officer of the grant program. Details of the administration officer can be found under the heading "***Administration and Contact Details***".

You may be asked to supply documentation to support your eligibility claims as part of the application process, or as part of an audit process to confirm your claims were true and correct.

The 2025 Youth Week Tasmania Grants Program is open to applications from:

- local government authorities (councils);
- Not-for-profit incorporated community organisations;
- Not-for profit-organisations or community groups (including parents and friends associations);
- Schools, colleges and tertiary institutions (whether government or non-government).

Applicants who can apply must:

- be an organisation that delivers community support, services and/or programs to Tasmanians; and
- ensure their organisation, activities and events comply with the Child and Youth Safe Organisations Framework and the *Registration to Work Vulnerable People Act, 2013.*

NOTE: Eligible organisations who are successfully awarded a grant are required to hold and maintain appropriate public liability insurance.

Applicants will be required to provide a copy of their public liability insurance as part of the application process.

Eligible Events

In addition to being an eligible applicant, the applicant must also acknowledge and declare that:

- The event or activity will take place during Youth Week Tasmania 2025 (Thursday, 10 April 2025 – Thursday, 17 April 2025). The Department of Premier and Cabinet may, at its sole discretion, consider exceptions for events or activities or extending beyond Thursday, 17 April 2025;
- All Youth Week Tasmania events and activities will be drug and alcohol free;
- The event or activity is free or low cost for young people.

Accessible Events Guidelines

The Department of Premier and Cabinet strongly encourages organisations to ensure Youth Week Tasmania events and activities are welcoming and accessible to people with disability.

The most effective way of ensuring access for everyone is to think about access at the earliest planning stages of an event. The Tasmanian Government Accessible Events Guidelines and Checklists are available at www.dpac.tas.gov.au.

Ineligible Applicants

The following entitles are not eligible to apply for funding under the Program:

- Australian Government agencies;
- Tasmanian Government agencies (except schools)
- political parties;
- for profit organisations.

Guide to Applicants

Applicants must complete the online Smartygrants application form, available through the Department of Premier and Cabinet - Community Grants or the wellbeing website www.wellbeing.tas.gov.au.

If you are having difficulty accessing the application form, or have any questions regarding the application process, please don't hesitate to contact Community Grants Team on 1800 204 224 or email at grants@dpac.tas.gov.au.

On submission of your application, you will receive a confirmation email with your application form in PDF format from Smartygrants.

If you do not receive the confirmation email of your application, please contact Community Grants Team on 1800 204 224.

Assessment

Please note that meeting all eligibility criteria does not automatically mean that a grant will be approved.

Applications from eligible organisations are assessed against the following three criteria:

- *Alignment with Youth Week Tasmania 2025 theme and objectives*
    - The theme and slogan for the Youth Week Tasmania 2025 is *Courage: Stepping out of your comfort zone.*
    - Youth Week Tasmania Objectives:
        - Showcase the talents and skills of young people, through providing opportunities for young people aged 12 to 25 to express their ideas and views, act on issues which affect their lives, and create and enjoy entertainment.
        - Celebrates the contributions of young people in communities, in education and in the workforce providing an opportunity for the wider community to listen to young people, and to acknowledge and celebrate the positive contributions made by their efforts and achievements.
    - Projects which:
        - are inclusive of all young people in the community; and
        - demonstrate strong partnerships, partnerships and in-kind support are strongly encouraged.
- *Project Management and Youth Engagement*
    - How well is the project planned and resourced, including how meaningfully engaged were young people across the project management lifecycle?
- *Value for Money*
    - A budget section is provided within the application form for applicants to provide line item descriptions of expected expenditure (can upload quotes or correspondence) to support expected expenditure.
    - Applicants will also be able to provide expected or secured support from any source, such as partnerships, sponsors, commercial income, other grants or in-kind support value.
    - The Department of Premier and Cabinet may contact applicants for additional financial information if required.

Below is a list of criteria that will be used to assess your application. Each criteria weighs differently (as shown in table below) and the assessment will be based on the level of detail and evidence provided by the applicant against the following criteria.

Assessment Criteria Weighting

Assessment Criteria	***Weighting***
Alignment with Youth Week Tasmania 2025 theme and objectives	*40%*
Project Management and Youth Engagement	*40%*
Value for Money	*20%*

Timeframes

Applications for Youth Week grants will be open from 10:00 am on 18 December 2024 until 2:00 pm on 31 January 2025. Late applications will not be accepted.

It is intended that applicants will be notified of the outcome of their application by 14 February, 2025.

Below is a table for the critical dates of the grant program.

Description	**Date**
Program opens	18 December 2024, 10:00 am
Program closes	31 January 2025, 2:00 pm
Outcome expected to be advised (estimated date)	14 February, 2025
Projects are expected to be completed by	17 April, 2025

During the assessment process the department may, at its discretion, require further information to support or clarify an application, this information must be provided within 3 working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application by the estimated date above.

Successful applicants will receive a Grant Agreement or Grant Deed outlining the funding terms and conditions.

Unsuccessful applicants will receive a letter advising they have been unsuccessful.

Unsuccessful applications will not automatically be considered in future rounds; however, unsuccessful applicants may refine and resubmit their application to any future rounds of the Grant Program.

Successful Grant Applications

The details of all successful applicants, including the amount of the grant they receive, will be made publicly available on the Department of Premier and Cabinet's website.

Provision of Grant Funding

Assessment and approval of a grant is based on the information supplied in the grant application form.

The provision of grant funding is subject to the successful applicant meeting:

- the requirements and objectives of the grant, being the intended purpose outlined in the grant application,
- any further terms and conditions outlined in a grant funding agreement/deed,
- meeting the terms outlined in these program guidelines.

Failure to adhere to the requirements of the grant, or the provision of false or misleading information, will require the grant funding to be returned to the department.

All successful applicants will be required to adhere to the conditions of the grant and, at a minimum, will be required to submit a final acquittal at the completion of the grant term that demonstrates the funding provided was used for the approved purpose.

Current Funding Arrangements

If the successful applicant already has an existing funding agreement in place with the department, and any reports or recovery of expended funds are outstanding, then funds for this program will not be provided until those activities are complete.

Reporting and Evaluation

Organisations that receive funding through the Grants Program are required to complete a Final Report using a template that will be provided by Department of Premier and Cabinet.

Completion of a feedback form by grant recipients will be a requirement of the final report process. Feedback will enable ongoing improvement in processes and implementation of future Youth Week events.

Information gathered from all reports will be used to evaluate the Grants Program and satisfy the Department of Premier and Cabinet's reporting requirements.

The Final Report must include an explanation of how the grant funds were used, including a financial acquittal. Organisations may be required to complete a Statement of Compliance declaring that the grant has been spent in accordance with the grant application and agreed purpose of funding.

Taxation and Financial Implications

Organisations must indicate whether they are registered for GST in their grant application. Successful applicants will be advised if GST applies to the grant payment and asked to issue an invoice for grant payment(s).

If you do not have an Australian Business Number (ABN) you may be required to complete a 'Statement by a supplier'. Refer to the ATO website for more information: https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/.

It is strongly recommended that applicants contact the Australian Taxation Office (ATO) on 13 28 66 or www.ato.gov.au for any advice or clarification on GST.

Appealing a decision

The Department may reconsider a decision if the applicant can demonstrate a proven conflict of interest, error in process or discrimination.

If applicants have reason to believe that the proper process was not followed in assessment of an application, a request for review may be submitted.

Grounds for appeal are:

I. The persons making the decision had a direct or indirect financial interest in the outcome of the application.
II. The preparation of the application was affected adversely by incorrect advice provided by a staff member of the Department of Premier and Cabinet.
III. The persons making the recommendations discriminated against the applicant on irrelevant grounds, such as cultural, religious or linguistic background; race; gender; marital status; sexual orientation; or disability.

All requests must be in writing to the contact details shown in these guidelines or to the Manager, Community Grants by email to grants@dpac.tas.gov.au.

Your request must be received within 28 days from the date of the Department notifying you of the decision about your application.

Personal Information

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it related, on request to the Department of Premier and Cabinet.

Right to Information

Information provided to the Department of Premier and Cabinet is subjected to the provisions of the *Right to Information Act 2009*. You can view the Act in full on the Tasmanian Legislation website at www.thelaw.tas.gov.au.

Administration and Contact Details

The program will be administered by the Department of Premier and Cabinet on behalf of the Crown in the Right of Tasmania. Contact with the department for any of the following reasons can be directed to: hello@wellbeing.tas.gov.au or the Child and Youth Wellbeing Team on 03 6232 7603.

- Further information or advice on the program
- Assistance in making an application
- Further feedback on the decision of the application
- Request a review of the decision



Department of Premier and Cabinet

Phone: 1800 204 224

Email: grants@dpac.tas.gov.au

www.dpac.tas.gov.au