



maitland
city council

YOUTH WEEK FUNDING APPLICATION 2023

- Non-profit, incorporated organisations or groups can apply for up to \$1000 to fund a 2023 National Youth Week activity or event
- Applications must address the attached 2023 Youth Week guidelines
- Activities and events must be held during National Youth Week 2023 and target young people (aged 12 - 25)
- Young people must be actively involved in the planning, coordination and implementation of Youth Week activities and events



2023 TIMELINE FOR YOUTH WEEK APPLICATION PROCESS

5 January	Youth Week Panel Nomination Opens
16 February	Grant Program Opens
2 March	Youth Week Panel Nomination Closes
15 March	Grant Program Closes
16 March	Maitland Youth Week Grant Program Panel Meeting
20 March	Applicants notified of grant submission outcomes
24 March	Grant funding to successful applicants
20 - 30 April	2023 Youth Week

Local young people in Maitland have come up with a wide variety of suggestions for Youth Week 2023 activities and events. Please note that these are suggestions only and are independent from the Youth Week guidelines.

Some of these suggestions include:

TIMING

- Events are best held on Friday, Saturday or Sunday
- Depending on the type of event, the preferred times are afternoon to early evenings, midday or daytime during the weekend

PROMOTION

- Posters / flyers (schools, shops, events, letter box drop)
- Social media (Instagram, Snapchat, Facebook and Pinterest)
- Word of mouth
- Schools assembly

VENUES

- Accessibility and nearby public transport options are important
- Venues which are easy to find and have good parking available nearby

TOPICS

The topics identified by young people, as most important to them include:

- Study, Jobs and Startups
- Health and Wellbeing
- Services that support young people
- Our environment and sustainability
- Culture and Arts

EVENT AND ACTIVITY IDEAS

- Music - Music festivals
- Sports and Recreation - Skateboarding, NRL, Speedcubing, Basketball, Trading Card Games
- Skills - Career Expo, Skills/Startup workshops or sessions
- Arts - Drawing, Cinema, History focused events, Comedy shows
- Cooking - Food competitions or baking classes

2023 MAITLAND YOUTH WEEK GRANT GUIDELINES

AIMS

Thousands of young people aged 12 - 25 from across Australia get involved in National Youth Week each year. National Youth Week is an opportunity for young people to:

- Share ideas
- Attend live events
- Have their voices heard on issues of concern to them
- Showcase their talents
- Celebrate their contribution to the community
- Take part in competitions and have fun!

OBJECTIVES

The objectives of National Youth Week 2023 are to:

- Support young people's participation in the planning and delivery of all National Youth Week activities
- Promote positive images of young people by showcasing their talents, achievements and contributions to the community
- Assist young people to express their ideas and provide opportunities to have their voices heard within the community

WHO CAN APPLY FOR FUNDS?

2023 Maitland Youth Week grants are available to any non-profit, incorporated organisations that are working directly with young people to deliver a Youth Week event for other local young people.

WHAT WILL NOT BE FUNDED?

- Activities where the funds have already been spent (e.g. retrospective funding, budget deficits)
- Contributions to an organisations' general operating expenses
- Events and activities that are held outside the Maitland City local government area
- Arrangements or commitments which are incompatible or inconsistent with the aim or objectives and timing of Youth Week 2023

COLLABORATION AND PARTICIPATION OF YOUNG PEOPLE

Young people must be actively involved in the planning, coordination and implementation of Youth Week activities.

Applicants are required to provide information on how young people will be involved throughout each stage of planning and running Youth Week celebrations. Successful applicants will also be required to submit evidence of this within their evaluation and acquittal report following their event.

A great way of engaging young people is by starting with your local youth service providers, schools and youth community groups, who can assist by connecting you with local young people in Maitland.

National Youth Week events must be inclusive and accessible for all young people (12 - 25 years old), including those who have additional needs or face barriers in the community.

Individuals and groups thinking about submitting an application to hold a Youth Week celebration are encouraged to consider collaborating with others. This is a great way to build partnerships and connections, share resources and workload and work together to create a successful event.

LEGAL AND INSURANCE REQUIREMENTS

Applicants are required to provide Council with evidence of their public liability insurance (certificate of currency) on submission of their grant application.

Applicants are responsible for ensuring that they have all the necessary insurances to cover themselves for any claims that may arise from the proposed event/activity (e.g. Workers' Compensation, Volunteers Insurance etc).

Applicants are also responsible for ensuring that all workers and volunteers that are associated with the project have undergone a Working with Children Check.

If the event/activity is to take place in a Council facility or park, then the applicant is required to book the event through Council, and possibly complete a special event form. This should be completed at the time of submitting your grant application. For more information, phone 02 4934 9700

There is an expectation that all events will undergo a thorough risk assessment prior to and during the event.

All Youth Week activities and events must have free entry and be alcohol, smoke and drug free.

THE APPLICATION AND ASSESSMENT PROCESS

Applications must be submitted by 15 March 2023. Applicants can submit one application under one of the two categories;

Organisations can apply either singular or as part of a collective for up to \$1000.

The lead applicant will be required to list the partnering organisations, and outline their role and contributions towards the project within the application document.

A letter from each of the partnering organisations confirming their involvement in the project is to be submitted with the application by the closing date.

The Maitland Youth Week Panel will assess all funding applications against the Maitland City Council guidelines and decide on the allocation of funding.

The Youth Week Panel will comprise of local young people aged 12 to 25 and will be facilitated by Maitland City Council's Development and Programs Officer.

Applicants will be informed of their grant submission outcome on 20 March 2023.

PROMOTION OF ACTIVITIES/EVENTS

Promotional material developed for Youth Week 2023 events should include a 2023 National Youth Week (NYW) logo and a Maitland City Council logo. All promotional material must be sent to Maitland City Council for approval before public distribution. Drafts should be emailed to community.team@maitland.nsw.gov.au for approval by Friday 31 March 2023.

EVALUATION

Successful applicants will be required to complete a 2023 Youth Week Evaluation form for their event/activity. The evaluation form must be submitted by Friday 31 May 2023.

National Youth Week

CONNECT. PARTICIPATE. CELEBRATE.

2023 MAITLAND YOUTH WEEK GRANT APPLICATION FORM

PART A: ORGANISATION DETAILS

Group/organisation:	
Contact Person:	
Address:	
Phone:	
Fax:	
Email:	

Payment details

Please provide the following payment details so Council can deposit the funding into your organisations/groups account.

Name of organisation:	
Address:	
Account name:	
Account number:	
BSB number:	

If the above details are left blank and the application is successful, your organisation/group will receive a cheque in the mail.

PART B: PARTNERING ORGANISATIONS/ GROUPS (to be completed if applicable)

A commitment letter and public liability certificate of currency for each listed organisation or group is required to be attached with this submission.

Name	Contact	Organisation	Role in project

PART C: PROPOSED YOUTH WEEK ACTIVITY/EVENT DETAILS

What is the name of your Youth Week activity/event?	
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What date will your activity/event take place?	
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What time will your activity/event take place?	
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Where will your activity/event be held?	
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PART D: RESPONSE TO YOUTH WEEK GUIDELINES

Describe your proposed activity/event and how it meets the Youth Week objectives, as detailed in the guidelines. (Part of this description will be used for website promotion)	
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How does your activity/event aim to include those young people who have additional needs or face barriers in the community?	
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Detail how young people were involved in the planning of this Youth Week activity/event	
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How will young people be involved in the coordination and implementation of the activity/event?	
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PART E: PROJECT BUDGET

Please submit an itemised budget for your proposed Youth Week activity/event:

ITEM	AMOUNT (\$)
TOTAL FUNDING REQUESTED	\$
If the event can be run with part of the funding requested, what is the minimum amount required to run the event?	\$

ADDITIONAL CONTRIBUTIONS

Please list any monetary and in-kind support your organisation is contributing to the activity/event.

ITEM	ORGANISATION	AMOUNT (\$)
E.g. staff hours (3 staff @\$30/hr)		\$360
TOTAL ADDITIONAL CONTRIBUTIONS		\$

SUBMIT YOUR APPLICATION

Please finalise the grant application by completing the below agreement checklist prior to submitting your grant application;

- ☐ Only one application is being submitted for this project/event
- ☐ This application clearly outlines how young people are directly involved in the planning, coordination, implementation and evaluation of the Youth Week celebration
- ☐ Public Liability Insurance, Certificate of Currency documents for the applicant and any partnering organisations are attached to this submission

CERTIFICATION

AUTHORISATION OF APPLICANT

Name:

Position:

Date:

- ☐ I confirm that the information contained in the application form and within the attachments are true and correct
- ☐ I confirm that this application has been submitted with the full knowledge and support of the applicant

MORE INFORMATION

For more information before submitting your application, email communitygrants@maitland.nsw.gov.au or phone 02 4934 9700.

SUBMIT YOUR APPLICATION VIA:

EMAIL

After you complete this digital form, please save it to your computer/device and email to communitygrants@maitland.nsw.gov.au

POSTAL ADDRESS

Maitland City Council
PO Box 220, Maitland NSW 2320
t 02 4934 9700 | f 02 4933 6091

IN PERSON

Maitland City Council
263 High St, Maitland