



## **Youth Week 20-30 April 2023 Funding Guidelines and Application**

### **1. What is Youth Week?**

National Youth Week 2023 will be celebrated between **Thursday 20 – Sunday 30 April 2023** and is an opportunity to celebrate young people in the local community. Youth Week activities and events are jointly funded by the NSW Government and local Councils.

Youth Week celebrates young people aged 12-24 years and is designed to offer a range of programs that are informed and led by young people. It is an opportunity for young people to share ideas, attend live events, have their voices heard on issues of concern, showcase their talents, celebrate their contribution to the community and enjoy celebrating with peers.

### **2. Program Aim**

To provide young people with an opportunity to lead and enjoy activities that celebrate their contributions and elevate their voices, on issues that impact their lives.

### **3. Program Goals**

Youth Week is designed to offer a range of programs that are informed and led by young people. It is an opportunity for young people to:

- Raise issues and concerns of young people
- Develop strategies to address the issues important to young people
- Increase the community's awareness of young people and the issues that are important to them
- Promote young people's contributions to the community
- Demonstrate the involvement of young people in the planning of activities
- Demonstrate access to activities from a broad range of young people.

#### **4. Who should participate?**

Youth Week is designed to involve young people aged 12 to 24 years throughout NSW. Focus should be made to include young people who may experience disadvantage. Consider actively including:

- Young people from Aboriginal and Torres Strait Islander backgrounds
- Young people living with disability
- Young parents
- Young people that are geographically isolated
- Young people from culturally and linguistically diverse backgrounds
- Young people disadvantaged by their socioeconomic circumstances
- Young people who have left school early or are at risk of leaving school early
- Young women
- Young offenders
- Lesbian, gay, bisexual, transgender, queer, intersex and allied young people.

#### **5. How can young people participate?**

- Young people are required to be actively involved in the planning, coordination and implementation of Youth Week activities.
- An organisation or individual putting through a submission needs to demonstrate how young people will be involved from inception to evaluation, including young people identified above in point 3

#### **6. Eligibility criteria**

- Community based non-profit organisations providing one-off activities including unincorporated groups under auspice arrangements
- Direct benefit to, and participation by, Penrith City residents.
- Project management in line with Council's Access and Equity principles
- All activities take place during NSW Youth Week.

## 7. Ineligible applications include

- Fundraising programs or organisations whose main role is to fundraise.
- Reimbursements for projects already undertaken.
- Contributions to Council's or an organisation's general operating expenses
- Arrangements or commitments which are compatible or are inconsistent with the aim of Youth Week.
- Organisations that have not returned evaluation forms for projects previously funded under Penrith Youth Week activities.

## 8. Assessment Criteria

Council will review all applications that are received by **Friday 5 December 2022** and assess their suitability for funding based on the following priorities:

- Activities that address the theme of Youth Week
- Activities that are led by young people
- The expected outcomes and beneficiaries of the project
- An ability to demonstrate access for a broad and diverse range of young people including those mentioned in point 3.
- Collaboration with other organisations/groups
- How effectively access (special adjustments, transport and cost) and inclusions are considered and addressed
- How the proposed activity will be advertised and promoted to a diverse range of young people
- How the proposed activity will contribute to a co-ordinated Penrith City Youth Week program.

All activities should promote positive images of young people to the wider community.

Please note that the grants are intended to **partly** fund your organisation in undertaking its Youth Week activities. There are limited funds available, and Council is committed to ensuring access and benefits to the wider Penrith City youth population. A total budget of \$12,542 is available for distribution across Penrith City.



## 9. How to apply

The Youth Week funding round will **close at midnight on Monday, 5 December 2022.**

You must complete and submit the application form by clicking here: [Youth Week Small Grants funding form.](#)

## 10. Enquiries

For any additional information or questions, please contact Katerina Tahija, Community Capacity Officer on 4732 7832 or [Katerina.Tahija@penrith.city](mailto:Katerina.Tahija@penrith.city).

## 11. Responsibility of Claims

Neither the State of NSW nor any of its employees, contractors or representatives will be responsible or liable for any loss, damage or claim suffered or made by any person which arises out of, or is in conjunction with, any Youth Week activities which are organised, co-ordinated or funded by the funding recipient.

## 12. Successful applicants

Successful funding applications must:

- Acknowledge Penrith City Council's contribution in any promotion of the funded project/activity by using the council logo
- Provide promotional material to Council 4weeks ahead of releasing material to allow for our communications team to review the council logo
- Submit any proposed changes to the funded activity to Council for approval
- On completion of the project/activity, complete and return the **evaluation report and financial acquittal** of the project/activity **by Wednesday 31 May 2023** to Katerina Tahija, Community Capacity Officer, at [Katerina.Tahija@penrith.city](mailto:Katerina.Tahija@penrith.city)



### **13. Payment**

Grants to successful applicants will be made in the form of an electronic funds transfer (EFT) from Penrith City Council.

### **14. Insurance**

Organisations conducting projects/activities should ensure that they have adequate insurance coverage. Should the grant application be successful the organisation will need to provide Council with a copy of their Insurance Cover.