



CITY OF VINCENT

# YOUTH DEVELOPMENT GRANTS

Application Form, Guidelines and Criteria



## YOUTH DEVELOPMENT GRANTS

The City of Vincent recognises that community funding provides a significant opportunity to work collaboratively with local groups, organisations and individuals to deliver activities which increase social participation, promote social inclusion and strengthen connections within our community. A variety of funding initiatives are offered each year to meet the diverse range of interests, demands and priorities throughout the Vincent community.

Through the Youth Development Grants, Vincent wants to

- develop the knowledge, confidence, and skills of the City's youth
- provide opportunities for the City's youth to learn and develop the tools and skills required to assist them in their future endeavours

Vincent provides Youth Development Grants up to \$1000 for each individual project.

Before starting your application, you must contact the Community Development team to discuss the proposed activity, event or program to ensure it is eligible.

## GUIDELINES AND CRITERIA

In order to be eligible for funding, you must:

- be a resident of the Vincent or a student attending a local school
- be between the ages of 12 and 25 on the date of commencement of the activity, event, or program
- be participating in the activity, event, or program
- the activity, event or program must have a local focus and provide a benefit to the local community, especially its youth

The following will not be considered for funding:

- retrospective grants (the application must be received before the activity, event or program)
- applications for personal financial gain
- projects involving fundraising, unless the funds go back into the project as determined by Vincent
- activities, events, or programs that operate with the aim of making a profit
- groups and organisations who have failed to acquit grants awarded to them by the City of Vincent in any capacity
- programs, services or events which take place outside City of Vincent boundaries

## KEY DATES

Applications for Youth Development Grants can be submitted all year round or until the funding source is exhausted.

Upon receipt of an application that meets all the requirements, the City will assess the application and individuals who have been successful will receive confirmation in writing.

## ACQUITTAL

Financial acquittal and an evaluation report will be due within 30 days of the event, activity or project being completed. If the activity or project is ongoing a financial acquittal and an evaluation report is due 30 days after the grant funding has been spent.

Please be aware that you will not be eligible for any further funding unless an acquittal has been received following the completion of the project.

This document can be made available in alternative formats for people with specific requirements.

If you would like the application in any of these formats, please call the City's Community Development team on **9273 6000** or [community.development@vincent.wa.gov.au](mailto:community.development@vincent.wa.gov.au).

# APPLICATION FORM

## CONTACT DETAILS

Name:	
Address:	
Email:	

## EVENT, ACTIVITY OR PROGRAM DETAILS

Name of event/activity/program:	
Date and time of event/activity/program:	
Location of event/activity/program:	

Please describe your proposed event/activity/program and how it will benefit youth in Vincent:

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How will the event/activity/program you develop contribute to developing the knowledge, confidence and skills of Vincent's youth?

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How will the event/activity/program you develop provide opportunities for Vincent's youth to learn and develop the tools and skills required to assist them in their future endeavours?

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How will the program measure its successes? What specific measurable outcomes will be set as part of the event/activity/program? Provide a minimum of 3 measurable outcomes that are quantifiable?

Outcome 1:

Outcome 2:

Outcome 3:

## BUDGET & FINANCIALS

What is the amount sought from the Vincent?

Attach a full separate budget highlighting what the grant funding will be expended on. Provide specifics and ensure that you have carefully read what will and will not be funded before submitting.

## RECOGNITION OF CITY FUNDING

As a recipient of the Youth Development Grant, you will be required to acknowledge the support of as follows:

Vincent must be acknowledged on all promotional material in a prominent place, e.g. graphics/art, (posters, flyers, web page graphics etc.), media releases, advertisements and footage.

Vincent must be acknowledged in all public announcements of the event/activity/program.

Acknowledge the City of Vincent's contribution in any written material in relation to the event/activity/program.

Use the City of Vincent logo in accordance with the Vincent style guide in any publicity provisions of any kind (including brochures, signage, advertising and invitations).

Issue an invitation to the Mayor/elected members to any launch or public event associated with the funding, and when they attend, they are acknowledged as official guests. Where practicable, they should be afforded the courtesy of publicly addressing the event.

Provide copies of media articles, social media posts.

	Photos from the event/activity/program.
	Completed acquittal form (Provided by Vincent).
	A statement of expenditure as per the approved grant allocation.

## DECLARATION

I confirm that:

- If my application is successful, I will ensure recognition of Vincent funding as mentioned above
- At the completion of the event/program I will provide an acquittal within 30 days
- The information contained here in is to the best of my knowledge, true and correct

Name:

Signature:

Date:

Please return this application form to the Community Development team either in person, post or email.

- 244 Vincent Street (corner Loftus Street), Leederville 6007
- Community Development, City of Vincent, PO Box Leederville WA 6902
- [community.development@vincent.wa.gov.au](mailto:community.development@vincent.wa.gov.au) (title Youth Development Grants)

**For further information regarding community funding contact the Community Development team on 9273 6000.**