



CONNECTING
AND SUPPORTING
YOUNG PEOPLE



Youth Development Funding

Guidelines

Youth Development Funding

Celebrating and Supporting Young People Living in the City of Melville

The City of Melville wishes to acknowledge young people's effort, achievement and potential excellence in the community by providing financial assistance for their development.

The City of Melville welcomes submissions from young people aged 11-25 years inclusive, who are seeking financial assistance in areas that will benefit their development and leadership and consequently the development of the community.

A maximum amount of up to \$500 per application is available.

Applications are submitted online via the City of Melville website.

Applications must meet the following criteria to be eligible for a Youth Development Funding;

1. Applicants to be 11-25 years of age (inclusive) at the time of the event.
2. Assistance is given for activities that encourage and support personal development and growth nature. These include:
 - a. Leadership training
 - b. Career guidance and development
 - c. Extra curricular educational opportunities
 - d. Emotional Wellbeing
 - e. Other similar activities
3. Applicants also qualify for assistance if they have been invited or selected to represent their field of interest, team or community at a local, national or international event. This contribution is provided to offset travel and event related expenses.
4. Applications must be received at least 6 weeks prior to the starting date of the activity/event.
5. Applicants must live in the City of Melville and must have done so for at least 12 months.
6. Funds will not be given retrospectively.
7. Applications are to be accepted and considered from:
 - a. Individuals
 - b. Other members of one family
 - c. Other members of the same group (each application will be considered on its own merit)

8. Applications shall be supported by an educational institution, an endorsed service provider, a relevant governing body or the State/ Federal/ Voluntary organisation supporting the activity. Written confirmation of the applicant's selection or an invitation must include the applicant's name and the level of representation at the event. The lack of these documents will affect the result of your funding application and the amount of funding.
9. There must be a demonstrated selection process which entitles the person to attend the activity/event. E.g.: confirmation of activity by endorsed authority.
10. The need for assistance must be proven. E.g.: limited income/unwaged.
11. Applicants should be undertaking other fundraising activities and not relying solely on this fund.
12. This fund is available to each young person once every 2 years.
13. All successful applicants will be required to complete an acquittal report, including all receipts of expenditure and photos as evidence of their experience within **one month** of the completion of the supported activity/event. The non acquittal of the funding will disqualify the applicant from further funding in the future.
14. In the instance that the applicant does not attend the event, the applicant will be required to repay the full amount of the funding awarded.

We will NOT consider

There are some circumstances where requests for funding will be denied. These include:

- Activities which seek to make a financial profit for the individual
- Work related activities or short-term employment contracts
- Purchase of equipment
- Activities/events that have already commenced or been completed, or for costs that have already been incurred
- Applications submitted for activities happening outside the prescribed timeline. Refer to paragraph 4 – eligibility for funding
- Activities which conflict with the City of Melville's corporate values
- Individuals that have not adequately acquitted previous funding from the City of Melville or satisfactorily met the requirements of a funding agreement
- Individuals that have already been funded via the Youth Development Fund or Youth Sports Grants in the last two years
- Sports related activities. The appropriate avenue for these requests is the Youth Sports Grants or the Youth Sports Scholarship
- Applications which do not show evidence of selection process and support as stated in paragraph 8
- Group or team submission applications
- Requests from City of Melville employees

Things that CANNOT be funded

- Everyday living expenses, including administration costs.
- Donations to other entities or communities.
- Outstanding debts or loans.
- Insurance costs.

Funding allocation

Allocation of funding will be considered based on locality and travel considerations, as follows:

1. Local (Perth and Western Australia) – up to \$200
2. Inter-state (within Australia) – up to \$300
3. International - up to \$500

Assessing your application

Stage	Assessment criteria
Pre-eligibility	All applications are checked to determine applicant eligibility
Assessment	All eligible and complete applications are scored against the following assessment criteria: -Proof and level of assistance required -Perceived benefit/value of the proposed activity for the individual/community - The proposed activity promotes personal growth and develops leadership - The proposed activity strengthens relationships
Approval	Scoring is completed and application that scored above 60% is deemed successful.
Amount of funding	Amount of funding is determined by locality and travel: -Local activities - up to \$200 -Inter-state – up to \$300 -International – up to \$500
Notification	All successful applicants receive written notification via Smartygrants; our online grants portal.

How and when to apply?

All applications are submitted online.

Online applications can be accessed via the Grants, Scholarships and Sponsorship webpage on the City of Melville's [website](#)

Applications for Youth Development Funding are open all year around, however applications must be submitted at least six weeks before the proposed activity is taking place.

Please keep a copy of your application for future reference.

Supporting documents

The following documents are required for the Youth Development Funding:

- ◆ Proof of residency
- ◆ Proof of age; only required if the event is not indicative of the age of the applicant
- ◆ Written confirmation from a recognised peak body or an invitation to represent your area of interest at a high profile or international event

Appealing a decision

You can appeal the decision if your application has been unsuccessful by:

- Writing to the [Customer Relations Coordinator](#) within 10 days from the date of result notification.
- You must state on what ground(s) you believe your application should have been approved.

Note: The appeal process will take five business days to be considered. If your appeal decision is not successful, no further dispute will take place.

If you are successful with your appeal, please note the following:

- Funding cannot pay for activities that have already commenced/ended.

Funding acquittal

In order to acquit the Youth Development Funding received, all successful funding applicants are required to submit a Funding Acquittal Report within one month of the completion of the activity. Funding Acquittal form is to be completed and submitted online via SmartyGrants, the YDF online portal.

The acquittal reporting includes presenting copies of tax invoices covering project expenditure and photographic evidence which may be used to promote the funding program in the future. These documents can be uploaded to the online form.

Failure to acquit funding within the requested period will result in the applicant being ineligible for future Youth Development Funding.

In the instance that the applicant does not attend the event, the applicant will be required to repay the full amount of the funding awarded.