

Children and Young People Wellbeing Recovery Initiative - Small grants

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Instructions

Small grants from \$500 to a maximum of \$10,000 are available to eligible organisations to deliver projects and activities that support the wellbeing and social inclusion for children and young people in regional NSW.

Funding recipients can be government or non-government organisations such as:

- Local Councils
- Community groups
- Not-for-profit organisations
- Local Aboriginal Land Councils
- Schools
- Neighbourhood centres

Funding will be provided to eligible projects between **24 January 2022** and **30 March 2023** or until funds are fully expended.

To be eligible program funding recipients must:

- Hold an Australian Business Number (ABN), Australian Company Number (ACN) or be registered with NSW Fair Trading under the *Associations Incorporation Act 2009*;
- Have or be able and willing to purchase at least \$20 million in public liability insurance.

To be eligible activities must:

- Be delivered in regional LGA(s) with a significant need for wellbeing and social inclusion activities that support recovery and resilience of children and young people;
- Focus on children and/or young people aged 0-24 years.

Eligible activities and programs for funding include, but are not limited to:

- Community events and social activities to support children, young people and community recovery
- Sport and recreational programs to improve wellbeing, strengthen community engagement and connectedness
- Youth mental health training
- Cultural and community connection programs
- Healing initiatives to support Aboriginal children and young people
- Peer support programs, mentoring and training for children and young people
- Digital communications and resources.

Tips to help prepare your application *

- 1. Read the Program Guidelines to ensure your project meets the eligibility and funding criteria
- 2. Prepare a written description of your project including a project plan and description of your audience
- 3. Develop your budget and source quotes or estimates if required

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4. Get a copy of your public liability insurance
At least 4 choices must be selected.

1. Type of Organisation *

2. Organisation Name *

Organisation Name

3. ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

4. If the organisation does not hold an ABN, is this organisation incorporated? *

- Yes
 No

5. Please enter the INC or ACN here

If unsure search Fair Trading Incorporated Associations Register - <https://www.fairtrading.nsw.gov.au/help-centre/online-tools/nsw-incorporated-associations-register>

6. Organisation Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

7. Organisation Street Address *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

8. Organisation Phone Number *

Must be an Australian phone number.

9. Organisation Email *

Must be an email address.

10. Organisation Contact Person *

Title First Name Last Name

11. Organisation Contact Position *

12. Is the person delivering the project different from the project contact listed above? *

- Yes
 No

Project Contact Details

Details of the person who is overseeing the delivery of the project if different to above.

13. Project Contact Person

Title First Name Last Name

14. Position of Project Contact

15. Phone number of Project Contact

16. Email of Project Contact

Project Information

* indicates a required field

17. Project Title *

18. Project Description *

Word count:

Provide a short description (200 words or so) of your project - what are you going to do and who will be involved? * Please note: information from your project description may be used by the Office for promotional and reporting purposes.

Participant details

19. Is the project for youth aged between 0-24 years? *

- Yes
 No

20. Expected total participation numbers in the program

Must be a number.

21. Expected participants age ranges *

- | | |
|---|--|
| <input type="checkbox"/> Children - 0-4 yrs | <input type="checkbox"/> Youth - 15-19 yrs |
| <input type="checkbox"/> Children - 5-9 yrs | <input type="checkbox"/> Youth - 20-24 yrs |
| <input type="checkbox"/> Children - 10-14 yrs | <input type="checkbox"/> Other community members over 24yrs of age |

Multiple selections able to be selected.

22. Number of participants within this age group.

Must be a number.

How many 0-4yr old participants are you anticipating?

23. Number of participants within this age group.

Must be a number.

How many 5-9yr old participants are you anticipating?

24. Number of participants within this age group.

Must be a number.

How many 10-14yr old participants are you anticipating?

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25. Number of participants within this age group.

Must be a number.

How many 15-19yr old participants are you anticipating?

26. Number of participants within this age group.

Must be a number.

How many 20-24yr old participants are you anticipating?

27. Number of participants within this age group.

Must be a number.

How many community members over 24 yrs of age are you anticipating?

28. Please specify which priority group/s of young people the project will cater to:

*

- Aboriginal young people
- Young carers
- Culturally and linguistically diverse young people
- Young people from a refugee background
- LGBTIQ+ young people
- Young people living with a disability
- Vulnerable and disadvantaged young people
- Other:

Multiple selections able to be selected.

29. Does the project deliver new or enhanced existing programs, activities or services? *

- Yes
- No

30. If selected Yes, explain how the project delivers new or enhanced existing programs, activities or services? *

31. Does the project work together with existing services and does not duplicate existing programs or activities? *

- Yes

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No

32. If selected Yes, explain how does the project work together with existing services and does not duplicate existing programs or activities? *

33. Does the project promote community cohesion and wellbeing to improve recovery from adverse events and build resilience of children and young people? *

- Yes
 No

34. If selected Yes, how does the project promote community cohesion and wellbeing to improve recovery from adverse events and build resilience of children and young people? *

35. Is the proposal supported by the community and meets community need? *

- Yes
 No

36. If selected Yes, advise how the project is supported by the community and meets community need? *

Community support is required in order for your application to be assessed.

This can be in the form of letters of support, provision of community requests, surveys, consultation documents etc.

If selected Yes, please provide evidence of community support of the application.

*

Attach a file:

Please upload documents that would assist in the consideration of the proposed project (eg: letters of support) Multiple documents can be merged to form one PDF.

37. Is the proposal inclusive and 'Fully Accessible' for children and young people with a disability, LGBTIQ+ and Aboriginal and Torres Strait Islander people? *

- Fully accessible
- Partially accessible (requires some adjustments)
- Not accessible at all

Fully Accessible means ALL members of the community can access the projects deliverables including those with limited mobility or support needs.

38. If selected Yes, explain how the proposal is inclusive and accessible for children and young people with a disability, LGBTIQ+ and Aboriginal and Torres Strait Islander people? *

Project Timeframes

39. Start date of project *

Must be a date.

40. Proposed project end date *

Must be a date.

Project must be completed by 30 June 2023.

41. Do you see any risks in delivering this project by 30 June 2023? *

- Yes
- No

42. If selected Yes, explain the potential risks in delivering this project by 30 June 2023. *

43. Have you considered all requirements, restrictions or potential impacts of Covid-19 on your project delivery? *

- Yes
- No

44. If selected Yes, do you have a Covid safe plan in place? *

- Yes
- No

45. If selected Yes, please provide a copy of your Covid safe plan. *

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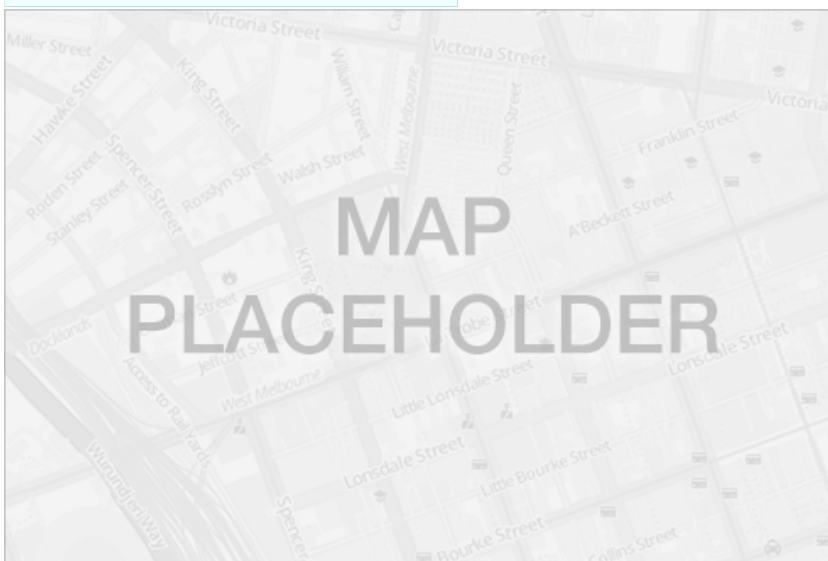
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Attach a file:

Project Location

46. Project location *

Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

47. If multiple locations - please upload a register of project locations

Attach a file:

Please include project name, location and funding allocated for each in the information

48. Please select your LGA *

See drop down list for eligibility.

49. Please select your state electorate *

Project Costs

* indicates a required field

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Programs that may be eligible for funding include, but are not limited to:

- Community events and social activities;
- Sport and recreational programs;
- Youth mental health training;
- Cultural and community connection programs;
- Healing initiatives to support Aboriginal children, vulnerable children and young people affected by adverse events;
- Peer support programs, mentoring and training for children and young people;
- Digital communications and resources.

The following activities and costs are **not** eligible for funding under the program:

- costs associated with existing ongoing staff;
- purchase of plant, equipment, laptops, mobile phones and other capital items. In exceptional cases, equipment essential to project delivery as part of larger projects may be approved by the administering agency;
- requests for ongoing program funding;
- projects and/or activities that are not related to wellbeing of young people and communities in regional areas impacted by adverse events;
- requests to recover costs for existing debts and/or budget deficits.

Should my grant request include GST?

- GST is not payable on grant payments to local councils from the Department because the payments are between government related entities.
- For eligible community organisations registered for GST and where it is payable, we will pay the approved grant amount plus GST.
- If eligible community organisations are not registered for GST, they will need to incorporate any GST paid by them to third parties into the project budgets and the grant amount.
- Please ensure project costs include any GST payable to deliver the project.

Organisations registered for GST:

When completing the breakdown of costs in the application form, figures for each item must exclude GST. You may claim costs up to the maximum grant amount allowed for your show size.

When submitting your tax invoice, please include the Total Costs/Funding requested from the application form, the applicable GST amount and the invoice total including GST.

Organisations not registered for GST:

When completing the breakdown of costs in the application form, figures for each cost item must reflect the total value (i.e. including any GST) you expect to pay for the goods and services. You may claim costs up to the maximum grant amount allowed for your show size.

When submitting your tax invoice, please ensure your invoice amount is the Total Costs/Funding requested from the application form and does not exceed the maximum grant allowed for your show size. Your invoice will be GST free. Invoices must state that you are 'Not registered for GST.'

Itemised project cost

Please insert costs for your project by line item to the value of the grant being applied for.

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Note: GST inclusive, where applicable. Your project may not receive the full amount being applied for and it is important to be able to stage your works/deliverables if partial funding is awarded.

50. Itemised project activities	Projected expenditure (\$)
	If zero, please note \$0.
	\$
	\$
	\$
	\$
	\$

Total of Itemised Works

51. Total Itemised Works

\$

This number/amount is calculated.

Total of funding

52. Total funding being applied for *

\$

Must be a dollar amount.

Please include GST. Funding will only be considered up to \$10,000 for your project.

53. If your project costs are more than awarded, will your organisation be able to cover the shortfall to deliver the project? *

- Yes - we can make a contribution towards the project
- No - we will not be able to proceed with the project

54. Has this project previously received funding from either NSW Government or Commonwealth funding programs? * *

- Yes
- No

55. If selected Yes, provide details of funding which has already been secured from other sources, including other NSW Government and Commonwealth programs? *

Must be no more than 300 words.

Please outline details of the funding which has been received including both the source and amount of funding.

Banking Details

Should your application be successful, banking details will be required. Please ensure that the information provided below is accurate.

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56. Bank Account

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Banking details are required in order for the Department to establish you in our finance system.

Applicant checklist

* indicates a required field

The objective of the funding is to provide young people aged between 0-24 years with new or enhanced social and recreational activities, events, services and programs.

57. Please confirm that this project meets the following:

- Delivers new or enhanced existing programs, activities or services.
- Works together with existing services and does not duplicate existing programs or activities.
- Promotes community cohesion and wellbeing to improve recovery from adverse events and build resilience of children and young people.
- Has the support of the community.
- Can be delivered by 30 June 2023.
- Is inclusive and accessible for children and young people with a disability, LGBTIQ+ and Aboriginal and Torres Strait Islander people.

Public Liability Insurance

You will be required to provide a copy of your current Public Liability Insurance for \$20 Million in order to enter into a Funding Deed with the Department of Regional NSW.

58. Does your organisation hold current Public Liability Insurance for \$20 Million?

*

- Yes
- No

59. If selected Yes, upload a copy of your current Public Liability Insurance *

Attach a file:

Additional supporting documentation

60. Please provide any additional supporting documents that will support your application.

Attach a file:

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Declaration

* indicates a required field

Submission

61. I certify on behalf of the organisation that the following information provided in this application and supporting documents is true and correct and that: *

- I am authorised to submit an application on behalf of organisation/company.
- I understand and can meet the project timeframes to deliver the project being applied for.
- media and promotion will acknowledge the Office for Regional Youth Children and Young People Wellbeing Initiative and NSW Government Support.

62. Organisation Name

Name of the Organisation applying for funding.

63. Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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64. Position in Organisation

65. Date

Must be a date.

NEXT STEPS

Once your application has been assessed, you will be notified via email within 20 days of the assessment outcome. If successful you will be required to:

- Complete a Funding Deed with payment online through SmartyGrants.
- Provide Working With Children Check (WWCC) numbers of ALL program staff responsible for delivery.
- Invoices must be uploaded into the Funding Deed in SmartyGrants.
- Please **DO NOT** post your invoice.
- Invoices should be addressed to:

Department of Regional NSW

Locked Bag 6009

ORANGE NSW 2800

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Your Funding Deed will be reviewed once received and if no additional information is required, the Deed will be approved for execution.

Funding Deeds will be reviewed in the order they have been submitted.

Once your Funding Deed has been executed, you will receive a signed copy of the Deed for your records. You should keep these records safe for a period of seven years, in the event that your project is ever audited.

Once the Funding Deed has been executed, Payment will be released into the bank account nominated in your application.

Projects must be delivered by **30 June 2023**.

If you have any questions or require further assistance, please email youthcommunity@regional.nsw.gov.au and a staff member will be in contact with you to discuss your application.