

# FINAL - Regional Youth - Winter Holiday Break Proposal

## Form Preview

### Winter Holiday Break Activities

\* indicates a required field

#### Instructions

Grants of up to \$7,000 are available to eligible councils and Not-for-profit organisations to provide youth activities, events, services and programs for young people aged 12 - 24 in regional communities.

Funding will be provided to successful applicants to deliver youth activities, events, services and programs between **4 July 2022** and **17 July 2022**.

To be eligible activities must:

- Be youth focused activities for young people aged 12-24 years
- Not-for-profit applicants **must** target one of the priority groups of young people identified below:
  - Aboriginal young people
  - Young people that are carers
  - Culturally and Linguistically Diverse young people
  - Young people from a refugee background
  - LGBTIQ+ young people
  - Young people living with a disability
  - Young people experiencing socio-economic disadvantage
- Deliver new or enhanced social and recreational youth activities, events, services and programs
- Be delivered between 4 July 2022 and 17 July 2022
- Costs to deliver activities must be incurred between 11 April 2022 and 17 July 2022
- Align with the Objectives of the Holiday Break program (to address financial, geographic and/or accessibility barriers experienced by regional young people)
- Demonstrate involvement of children and/or young people, local youth councils and/or alignment with youth aspects of Council Community Strategic Plan or other youth related strategies

#### Activities impacted by COVID-19 or natural disasters

Organisations will be responsible for delivering activities in accordance with the funding agreement. In the event of Covid-19 impacts or natural disasters, organisations are permitted to reschedule the dates of planned activities providing activities are delivered by **17 July 2022**. No further changes to proposed activities will be accommodated.

#### Organisation Name \*

Organisation Name

#### ABN \*

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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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### What is your organisation incorporation number?

### Organisation Postal Address \*

Address

  

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

### Organisation Street Address \*

Address

  

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

### Organisation Phone Number \*

Must be an Australian phone number.

### Organisation Email \*

Must be an email address.

### Organisation Contact Person \*

Title      First Name      Last Name

            

### Organisation contact Position \*

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### Project Contact Details

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

#### Project Contact Person

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Position of Project Contact

#### Phone number of Project Contact

#### Email of Project Contact

### 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.

#### Upload a copy of your current Public Liability Insurance

Attach a file:

## Project Information

\* indicates a required field

### Supporting Young People

The Holiday Break program provides young people with opportunities to connect, socialise, and have fun during the school holidays by delivering a range of free and subsidised activities across regional NSW.

#### Outline your organisation's experience and expertise delivering services to children and/or young people? \*

Think about activities you have organised in the past. Don't forget to include highlights and any lessons learned.

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**Project Title \***

**Please provide a clear, concise overview of the activities and objectives of your project. If the project has multiple parts, please outline each one briefly. \***

Word count:

**Please explain why have you chosen the above activities? Are they recreational activities? \***

Word count:

**Does the proposed activity meet a need for young people in your community? How does the activity address geographic, financial and/or accessibility barriers experienced by young people? \***

Word count:

**What evidence assisted you to develop this proposal? \***

Word count:

Did you speak with young people? Did you rely on previous youth consultation reports? etc

**Is the project for youth aged between 12-24 years? \***

- Yes  
 No

If the project does not cater for regional young people aged 12 - 24 it is ineligible for funding.

**Are you applying on behalf of a Not-for-Profit organisation? \***

- Yes  
 No

**Please specify which priority group 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  
 Young people experiencing socio-economic disadvantage  
 Not Applicable (Applying on behalf of a Council)

**If the activity will be delivered with Aboriginal young people, is your organisation Aboriginal owned and/or operated? \***

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- No. The organisation is not an Aboriginal owned and/or operated organisation
- Yes. The organisation is Aboriginal owned and/or operated.
- Not Applicable - The proposal does not target Aboriginal young people.
- Other:

**Please outline how the activity will meet the specific needs of the priority group of young people targeted? \***

Word count:

As an example: If you were working with culturally and linguistically diverse children and/or young people, then measures to ensure cultural safety across the program would be outlined here.

## Impacts and Benefits

**How many young people do you expect to participate in your activity? \***

Must be a number.

Add 2 numbers in this field

**Please detail the benefits and/or changes that will occur for young people as a result of your proposed activity? \***

Word count:

Consider how the activity will enhance the creativity, imagination, self-confidence and self-efficacy of regional young people as well as their physical, social, cognitive and emotional skills.

**Please provide a list of measurement activities including any surveys (pre- and post activity), participation numbers, feedback mechanisms or other social indicators you will use to observe if the program has an impact in the local community. Further detail will be required in the Acquittal/ Outcomes report due after project completion. \***

Word count:

Evaluation is an opportunity to document the strengths and areas for improvement within your proposed activity.

## Project Timeframes

**Start date of project \***

Must be a date.

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Cannot be earlier than 4 July 2022.

**Proposed project end date \***

Must be a date.

Cannot be later than 17 July 2022.

## Project Location

**Project location \***

Address

  


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

**Why have you chosen this location? \***

**If multiple locations - please upload a register of project locations (including LGA and state electorate information).**

Attach a file:

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

**Please select your Local Government Area \***

See drop down list for eligibility.

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## Please select your state electorate \*

This question is for data purposes only and has no bearing on proposal assessment.

## Additional Information

Please provide additional information to support your application.

## Supporting documentation for your project (including COVID-19 safety plan) \*

Attach a file:

## Will any jobs be created during the delivery of this project? \*

- Yes  
 No

## If yes, how many jobs will be created?

Must be a number.

## Please upload a detailed risk register and mitigation plan for your activities. \*

Attach a file:

If no risk register is provided, then the application will be declined.

## Project Costs

### Total amount funding being applied for

\$

Must be a dollar amount.

Funding will only be considered up to \$7,000 for your project.

### 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

## Itemised project cost

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

Note: 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.

### Itemised project activities

### Projected expenditure (\$)

Itemised project activities	Projected expenditure (\$)
<input type="text"/>	<input type="text"/>

If zero, please note \$0.

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	\$
	\$
	\$
	\$
	\$

### Total of Itemised Works

#### Total Itemised Works

\$

This number/amount is calculated.

### Banking Details

Please ensure that the information provided below is accurate.

#### 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.

### Assessment Criteria

The Holiday Break program objectives are to:

- Address geographical, financial and accessibility barriers that impact the ability of young people in regional NSW to enjoy recreational and social activities within their local communities,
- Provide funding for local councils and regional Not-for-profits to host fully subsidised recreational and social activities,
- Deliver a program of engaging, high-quality events during the NSW school holidays,
- Increase access to free, local recreational and social activities that are responsive to the needs and interests of children and young people, and
- Assist the Arts sector recover from the impacts of COVID19 through creation of employment opportunities targeting arts sector employees.

Applications will be assessed in relation to how well they address the Objectives of the Holiday Break program.

#### Please confirm that this project meets the following criteria:

- Aligns with the Holiday Break program Objectives
- Targets a priority group of young people (if applying on behalf of a Not-for-Profit organisation)
- Responds to the needs and interests of young people in your community



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- Is appropriately costed and represents value for money
- Includes a risk register and mitigation plan
- Can be delivered (in full) between 4 July and 17 July
- Other:

**Please provide Working With Children Check (WWCC) numbers of ALL program staff responsible for delivery:**

The Working with Children Check (WWCC) is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct.

## Declaration

\* indicates a required field

This should be signed by an authorised person within your organisation who is able to submit an application on behalf of your organisation.

**I certify 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
- understand and can meet the project timeframes to deliver the project being applied for
- media and promotion will acknowledge the Department of Regional NSW's Holiday Break program and NSW Government support, in line with advice provided by the Office for Regional Youth.

### Organisation Name

Name of the Organisation applying for funding.

### Name \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Position in Organisation

### Date

Must be a date.

## NEXT STEPS

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Once your application has been assessed, if successful you will be required to:

- Complete a Funding Deed online through SmartyGrants.
- 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**

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 between **4 July and 17 July 2022** for Winter Holiday Break.