



National Youth Week

IT STARTS  
WITH US

10–19 April 2015  
[www.youthweek.com](http://www.youthweek.com)

## Newcastle Funding Application

**To be eligible for a Youth Week grant, an applicant or event/activity must meet all of the following assessment criteria:**

1. Any not for profit organisation who is incorporated, or auspiced by an incorporated organisation, can apply for up to \$1,000 (incl.GST) to fund Youth Week 2015 events or activities.
2. The event must occur within the Newcastle Local Government Area.
3. The event must be held during Youth Week 2015 - Friday 10 April to Sunday 19 April 2015.
4. The event must be for young people aged 12-24 years.
5. The event must be not for profit. Any monetary contributions can only cover event costs.
6. Applications must clearly outline how the aims of Youth Week will be met.
7. Young people must be involved in the planning, implementation and evaluation of the events/activities.
8. The Youth Council logo must be attached to all marketing and media of events/activities that receive this grant.
9. Youth Council members are to be invited to attend or be involved in each event.

Even if a proposal meets all of the eligibility criteria, it may not automatically be funded. If there are more eligible proposals than available funding, the proposals will be assessed and ranked by the Newcastle Youth Council according to demonstrated strength in meeting each criteria as provided in one to nine above.

**We are not able to fund the following:**

- activities where funds have already been spent (e.g. retrospective funding, budget deficits);
- travel and private expenses;
- activities of any group, organisation, person or party directly involved in the political process and whose objectives include the acquisition and exercise of political power or the promotion of political aims and opinions.
- contributions to an organisation's general operating expenses;
- purchases or expenses related to privately owned items;
- events that are within spaces that restrict general public access;
- furniture or fittings / improvements to major fixed infrastructure;
- arrangements or commitments which are incompatible or inconsistent with the aim or objectives of Youth Week 2015; and
- activities that occur outside of Youth Week 2015 dates.

**Please return the completed application form by Monday 19 January 2015 to:**

Amber Stewart, Community Planner  
The City of Newcastle: PO Box 489, Newcastle, NSW, 2300  
Email: [ycouncil@ncc.nsw.gov.au](mailto:ycouncil@ncc.nsw.gov.au)

Note: The provision of Youth Week grants is subject to final approval by Council's elected body at the Council meeting on 24 February 2015.

For more information visit:  
[www.newcastle.nsw.gov.au](http://www.newcastle.nsw.gov.au)



# Application Form: Youth Week 2015

To apply for a Youth Week grant of up to \$1,000 (incl. GST), you must read and agree to the attached guidelines and complete the form below to help us understand your event/activity.

|   |  |                  |  |
|---|--|------------------|--|
| <b>Event name:</b>  |  |                  |  |
| <b>Event location:<br/>(Attach map eg. street directory, Google Earth if necessary)</b> |  |                  |  |
| <b>Event Contact:</b>   |  | <b>Email:</b>    |  |
| <b>Phone:</b>   |  | <b>Fax:</b>      |  |
| <b>Organisation Name<br/>(applicant):</b>   |  |                  |  |
| <b>Address:</b>   |  | <b>Postcode:</b> |  |

**What is the proposed date of your event/activity?**

**Briefly describe your event/activity and how it meets the Youth Week objectives:**

**How are you involving young people in the planning, implementation and evaluation of your event/activity?**

**How do you plan to involve young people in your event/activity?**

**How will you engage Newcastle Youth Council members in your event/activity?**

**How do you plan to market your event/activity?**

**Is the location publicly or privately owned? (if privately owned, the place needs to be publicly accessible at all times):**

**If not Council owned, do you have the owner's permission? Please provide owners details and attach evidence of permission.**

**Is the applicant required to undertake working with children checks? If yes, provide confirmation of the applicant's compliance. If no, provide details explaining why the applicant is not required to undertake working with children checks.**

**Please confirm your organisation is an incorporated not for profit organisation**    yes     no

**ABN number:**

**If successful you agree to:**

- ensure the event is carried out in accordance with the guidelines (please return a signed copy of the guidelines with this form) and this application form, including obtaining all permissions and approvals required as well as ensuring the health and safety of all involved in the event.
- provide a Certificate of Currency as evidence of current Public Liability Insurance (Certificate of Currency will need to note The City of Newcastle).

Signature of applicant (authorised representative of organisation or auspicing organisation):

Date:

Requested amount: Up to \$1,000 (inc.GST)    \$

**Record Keeping and Privacy**

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and policies.

Purpose: Council will use your information to contact you in relation to your Youth Week proposal.

Intended recipients: The information will be used by the Newcastle Youth Council and other Council Officers that may need to contact you in relation to your Youth Week event/activity.

Storage and security: Your proposal will be stored in an electronic records management system and will only be available to Council Officers.



# Youth Week 2015 Guidelines

## 1. Aim of Youth Week

National Youth Week celebrates young people and their contribution to their local communities. It is now the largest annual youth participation event in Australia. Youth Week is a week to celebrate young people and provide them with opportunities to express their views and act on issues that affect their lives.

## 2. Objectives

The aim of Youth Week is achieved through young people's active involvement in the coordination of activities which:

- raise the issues, ideas and concerns of young people;
- develop strategies to address the issues important to young people;
- increase the communities awareness of young people and the issues that are important to them;
- and Highlight young people's contributions to the community.

## 3. Who can apply for the funds?

Any not for profit organisation who is incorporated, or auspiced by an incorporated organisation, can apply for up to \$1000 (incl.GST) to fund Youth Week 2015 events or activities. The event must occur within the Newcastle Local Government Area and target people aged 12-24. A maximum amount of \$1,000 (incl. GST) can be applied for.

## 4. What activities/events cannot be funded?

The following items CANNOT be funded:

- activities where funds have already been spent (e.g. retrospective funding, budget deficits);
- travel and private expenses;
- Activities of any group, organisation, person or party directly involved in the political process and whose objectives include the acquisition and exercise of political power or the promotion of political aims and opinions.
- contributions to an organisations' general operating expenses;
- purchases or expenses related to privately owned items;
- events that are within spaces that restrict general public access;
- furniture or fittings / improvements to major fixed infrastructure;
- arrangements or commitments which are incompatible or inconsistent with the aim or objectives of Youth Week 2015; and
- activities that occur outside of Youth Week 2015 dates.

## 5. Involvement of young people

Young people aged 12-24 are to be actively involved in the planning, coordination, implementation and evaluation of Youth Week activities.

## 6. Legal and insurance requirements

Applicants will be required to provide Council with evidence of their public liability insurance (certificate of currency) prior to receiving any funds. Applicants are responsible for ensuring that they have all the necessary insurances to cover themselves for any claims that may arise from the proposed event/activity (e.g. Workers Compensation, Volunteers Insurance etc).

Applicants are also responsible for ensuring that all workers and volunteers that are associated with the event/activity have undergone a Working with Children Check where required by the NSW Office of the Children's Guardian.

## 7. Safety and responsibility

The applicant is responsible for the health and safety of everyone involved in the activity/event (including public safety) and Council will not liable or responsible for any debts, liabilities, expenses, losses or deficiencies arising out the activity/event.

The applicant should not represent itself or its activities or its staff or subcontractors as belonging to Council and should note that payment of grant money does not constitute a partnership agreement or a guarantee or indemnity of the them or the activity or event by Council.



## Youth Week 2015 Guidelines cont.

### 8. Use of Council facilities or parks

If the event/activity is to take place on a Council facility or park, all necessary licences and approvals must be obtained. Councils' Community Facilities Booking Officer can be contacted on 4974 2864 or Council's Park Booking Officer on 4974 2807.

If the event is to take place on non-Council owned land, the applicant must obtain all necessary permissions and approvals.

### 9. The application process

The Newcastle Youth Council will assess applications against a set criterion (see assessment criteria) and allocate funding accordingly. The Youth Council consists of two Councillors, Council's Community Planning Coordinator, Council's Community Planner and four youth representatives. Final confirmation and funding announcement is dependant upon Council's Community Planning Coordinators acceptance of the recommendations.

### 10. Project Achievement Form

Within one month of finishing the event/activity, a Project Achievements Form is to be completed and returned to Council's Community Planner. A Project Achievement Form will be sent to successful grant applicants upon notification of grant funding.

### 11. Questions?

Council's Community Planner can provide assistance with your Youth Week event upon request.

Contact: Amber Stewart, Community Planner

Phone 4974 2061 or email: [ycouncil@ncc.nsw.gov.au](mailto:ycouncil@ncc.nsw.gov.au)

**If successful in being awarded grant money, you agree that your activity/event will be carried out in accordance with these guidelines in addition to the information provided on the application form.**

|   |  |       |  |
|---|--|-------|--|
| Signature of applicant (authorised representative of organisation or auspicing organisation): |  | Date: |  |
|---|--|-------|--|