



Australian Government

Department of Education, Employment and Workplace Relations

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# **YOUTH DEVELOPMENT AND SUPPORT PROGRAM**

2010—2011 Funding Round

## **Guidelines**

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# 1 Introduction

<p><b>Introduction</b></p>	<p>Under the Youth Development and Support Program ('the Program') for 2010–11, the Australian Government has committed funding of \$500,000 per year to support development opportunities for Young People in Australia aged between 12 and 25 years.</p> <p>Eligible organisations will be able to apply for the level of assistance appropriate to the scale and scope of the proposed project. Organisations applying under <b>Stream 1</b> of the 2010-11 funding round, can apply for grants of up to \$40,000 GST exclusive. Organisations applying under <b>Stream 2</b> of the 2010-11 YDSP funding round, can apply for grants of up to \$70,000 GST exclusive. It is anticipated that the majority of the grants made as part of the Program will be around \$15,000.</p> <p>The Program Guidelines for 2010–11 ('the Guidelines') set out objectives, administrative requirements and funding arrangements for Applicants and Funding Recipients. The Guidelines also describe the Program; explain how to apply for funding; and outline responsibilities when receiving funds.</p>
<p><b>Description</b></p>	<p>The Program contributes to meeting the aims of Australian Government initiatives such as the National Strategy for Young Australians and the Australian Youth Forum by funding initiatives that inspire and encourage Young People to engage with government and community, and help them develop skills and connections within their communities.</p> <p>The Australian Government, through the Program 2010–11 Funding Round ('the Funding Round'), aims to strengthen the capacity of organisations to meet these aims by funding a range of community-based, small scale projects that demonstrate productive participation and social inclusion of Young People.</p> <p>Program funding is not intended to:</p> <ul style="list-style-type: none"> <li>• become recurrent funding; or</li> <li>• fund long-term projects on an on-going basis.</li> </ul> <p>Continuation of Program funding beyond the end of the Funding Agreement should not be part of project planning by Applicants.</p> <p>Organisations funded through the Program should seek sustainable partnerships and funding from other sources if they wish to make longer-term interventions.</p>
<p><b>Goals</b></p>	<p>The goals of the Program are to:</p> <p>a) support Community-based Organisations (<b>Stream 1</b>) to:</p> <ul style="list-style-type: none"> <li>• inspire Young People in Australia to recognise and achieve their full potential and to be active citizens;</li> <li>• support the development of Young People and their transitions to independence and adulthood;</li> <li>• support opportunities for Young People and local youth organisations to engage with the Australian Government's youth initiatives such as the National Strategy for Young Australians and the Australian Youth Forum; and</li> </ul>

	<ul style="list-style-type: none"> <li>• promote positive perceptions of Young People as respected citizens in their community.</li> </ul> <p>b) support National Youth Organisations (<b>Stream 2</b>) to:</p> <ul style="list-style-type: none"> <li>• inspire Young People in Australia to recognise and achieve their full potential and to be active citizens;</li> <li>• to engage with Young People in a number of communities and to communicate best practice models of engagement;</li> <li>• support opportunities for Young People and national organisations to engage with the Australian Government’s youth initiatives such as the National Strategy for Young Australians and the Australian Youth Forum; and</li> <li>• promote positive perceptions of Young People as respected citizens in the wider community.</li> </ul>		
<b>Target Group</b>	The Program focuses on providing positive development opportunities for young Australians throughout adolescence and early adulthood (between the ages of 12 and 25 years).		
<b>Funding Round</b>	<p>Selection for funding will be based on assessment against Selection Criteria (see Section 6 Assessment of Applications) and allocated to the Applicants that can best demonstrate progressive projects with clear project timeframes which have a focus on Young People (Stream 1) and the development of the Youth Sector (Stream 2).</p> <p>The intention of the Program is to direct Australian Government funding to activities:</p> <ul style="list-style-type: none"> <li>• in areas of need for the Young People in a community or for the national youth organisation and sector;</li> <li>• to projects that aim to assist groups of Young People, rather than an individual and joint ventures between National Youth Organisations rather than individual organisations; and</li> <li>• across states and territories to ensure broad community representation and ensure a national perspective for youth organisations.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: Refer to Section 2 ‘Eligibility’ of these Guidelines for an overview of eligible organisations.</p> </div> <p>Proposed projects must be designed to commence no earlier than mid August 2010 and to conclude by end of May 2011. The Funding Agreement will specify the project completion date.</p> <p>The timetable outlined below sets out the timeline for the 2010–11 Funding Round:</p> <table border="1" data-bbox="467 2024 1493 2083"> <tr> <td data-bbox="467 2024 762 2083">7 June 2010</td> <td data-bbox="762 2024 1493 2083">Applications for Funding Round open</td> </tr> </table>	7 June 2010	Applications for Funding Round open
7 June 2010	Applications for Funding Round open		

9 July 2010	Applications for Funding Round close
August 2010	Successful Applicants for Funding Round announced
Mid August 2010	Offer of funding to successful Applicants

Proposed Projects must be designed to commence no earlier than mid August 2010.

General feedback about Applications submitted for this Round will be published no later than 3 weeks after the Round closes on [www.youth.gov.au](http://www.youth.gov.au).

Individual application feedback can be requested during the 4 weeks following the announcement of the successful applicants. No further feedback will be provided after this date.

Dates for any subsequent year Funding Rounds will be published early each year at [www.youth.gov.au](http://www.youth.gov.au). It is recommended that this website be monitored on a regular basis.

**Find Out More**

The Australian Government's Office for Youth in the Department of Education, Employment and Workplace Relations' National Office in Canberra administers the Program. It is the central point of contact for all communications for the Funding Round.

For further information regarding the Program, Applicants should read the FAQs on [www.youth.gov.au](http://www.youth.gov.au), review the Application Form, and if still unsure contact the Department on 1300 363 079 Monday to Friday between 8 am and 6 pm, or email [ydsp@deewr.gov.au](mailto:ydsp@deewr.gov.au).

## 2 Eligibility

<p><b>Organisations</b></p>	<p>Funding for projects will be determined through an open, competitive selection process as described in Section 6 of these Guidelines. Applicants should note that no Application is guaranteed to be selected.</p> <p>In 2010-11 there are to be two streams of funding support.</p> <p>One is for Community-based Organisations who can seek grants of up to \$40,000 for a Community-based, youth-led, youth focused project.</p> <p>The other is for National Youth Organisations who can seek grants of up to \$70,000 for a national, multi-jurisdictional project.</p> <p>Organisations will self select, <u>but can only receive funding in one of the streams – not both.</u></p> <p><b>In order to apply for and receive Program funding, an organisation must be:</b></p> <ul style="list-style-type: none"> <li>• a non-government organisation; and</li> <li>• not-for-profit; and</li> <li>• a company or an incorporated association.</li> </ul> <p><b>The following entities are NOT ELIGIBLE to apply for, or receive, Program funding:</b></p> <ul style="list-style-type: none"> <li>• bodies that are not legal entities;</li> <li>• government organisations and entities (including local government councils);</li> <li>• individuals;</li> <li>• for-profit organisations;</li> <li>• schools;</li> <li>• publicly funded vocational education and training providers (e.g. TAFEs); and</li> <li>• higher education providers.</li> </ul>
<p><b>Types of Projects</b></p>	<p>The focus of the Program is two fold:</p> <p><b>Stream 1</b> – Community-based organisations to implement community focused projects; and</p> <p><b>Stream 2</b> – National organisations to implement projects in more than one community.</p> <p><b>Stream 1</b> - Eligible Community-based organisations can seek up to a <b>maximum of \$40,000</b> to manage small-scale, Community-based, <b>‘youth designed, youth led, local community focused’</b> projects that work with and support Young People to initiate, plan, implement and evaluate for the nominated project period completed by 31 May 2011</p>

that:

- provide Young People with development opportunities that are meaningful and worthwhile;
- encourage the engagement of Young People in the wider community; and
- build on the skill capacity of Young People.

Funding for **Stream 1** projects is subject to the availability of funds. Examples of projects may include (but are not limited to):

- Young People initiating an activity that empowers them to develop their own solutions to an identified local community need, and to overcome barriers they have identified;
- a project which, through Young People's active involvement in the design, development and delivery, provides them with enriching experiences, skills and attributes that build self confidence, self-esteem and resilience, and team work;
- Young People demonstrating their entrepreneurial skills and initiative to promote the well-being of their communities; and
- are completed within the nominated project period.

**Stream 2** - National Youth Organisations can seek up to a **maximum of \$70,000** for the nominated project period commencing mid August 2010 to manage projects that:

- have a national perspective and application;
- are implemented across more than one jurisdiction (i.e. directly involve Young People in two or more states and territories);
- encourage greater engagement of young people;
- include joint ventures between youth-led organisations;
- identify other funding sources;
- explain / demonstrate how they will link with and promote the Australian Government's youth initiatives such as the National Strategy for Young Australians and the Australian Youth Forum;
- include a communications element to promote the outcomes of the project to other National Youth Organisations; and
- are completed within the nominated project period.

Funding for **Stream 2** projects is subject to the availability of funds. Examples of projects may include (but are not limited to):

- empowering Young People in local communities;
- supporting Young People to develop their full potential;
- enhance the promotion of the youth sector through developing stronger communication strategies;
- modelling the promotion and sharing of best practice for the Youth Sector; and
- identify self sustainability strategies beyond the life of the provided funding.

They:

	<ul style="list-style-type: none"> <li>• must not use the funding to expand the organisation’s operational funding;</li> <li>• will not be eligible to apply again, ensuring access to funding for other eligible national organisations in future rounds; and</li> <li>• ensure that the outcomes of the project are sustainable within the organisation and by others, beyond the life of the funding period.</li> </ul>
<p><b>Use of Funding</b></p>	<p>Program funding <b>can</b> contribute towards events or activities that relate directly to Young People engaged in the project. These could include:</p> <ul style="list-style-type: none"> <li>• materials and equipment directly related to supporting the engagement and activities directly involving the Young People; and</li> <li>• project products and deliverables, as identified in the Application.</li> </ul> <p>Applications for Project funds through the YDSP, may request up to a <b>maximum of 20%</b> of the total funds, to use as a contribution to administration costs (i.e. office resources and processing, insurances, travel) and personnel costs (i.e. staff salaries, facilitator costs, speaker fees), that are directly related to the project. This should be clearly specified in the Budget element of the Application.</p> <p>Should Applicants believe they require more than the maximum 20% of the requested funds for such purposes because of exceptional circumstances, these circumstances must be clearly explained in the Application.</p> <p>Based on the information provided in the Application, the use to which Program funding can be put, will be agreed and specified in the Funding Agreement between the Department and successful Applicants.</p> <p>The funding must be expended only for purposes specified in the Funding Agreement.</p> <div data-bbox="467 1370 1497 1547" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Note:</b> It will be solely at the Department’s discretion as to whether it will accept the claims for exceptional circumstances of budgets that include more than the 20% specified.</p> </div> <p>Program funding <b>cannot</b> be used for the following:</p> <ul style="list-style-type: none"> <li>• costs associated with capital projects (i.e. construction or refurbishment);</li> <li>• costs not directly and specifically related to the project;</li> <li>• retrospective costs, including costs incurred in the preparation of the project proposal; or</li> <li>• covering any current or past shortfalls in funding, sponsorship, income, tickets sales or other forms of revenue.</li> </ul>

	NOTE: No additional funding will be provided for project overruns or unanticipated costs.
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### 3 Principles and Standards of Good Governance

<b>Principles and Standards of Good Governance</b>	In accepting Program funding and undertaking a project, a successful organisation must comply with all relevant statutes, regulations, by-laws and requirements of any Australian Government, state/territory or local authority.
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#### 4 Police/Criminal Record Checking of Staff and Volunteers

<p><b>Police/Criminal Record Checking of Staff and Volunteers</b></p>	<p>The Australian Government is committed to protecting Children or Vulnerable People from harm and promoting their well-being.</p> <p>Successful Applicants must arrange National Criminal History Record Checks (NCHRC) through the Australian Federal Police or their local police service on all potential staff and volunteers before they undertake any work or activity on the Program funded project which might bring them into contact with Young People.</p> <p>These checks are necessary in order to identify offences that might indicate a risk to Young People. Written consent from the staff member or volunteer must be obtained prior to undertaking a criminal history check.</p> <p>As a general rule, the Department determines that people convicted of any sexual offence against adults or children, will not be engaged in paid employment or in voluntary roles in any youth program, regardless of the time that has elapsed since the offence.</p> <p>In addition to arranging criminal history checks, successful Applicants must also adhere to relevant state/territory legislation regarding police record checks for people working with Young People under 18 years of age and are responsible for obtaining independent legal advice regarding their obligations under state/territory laws.</p> <p>It is the responsibility of the organisation to cover the cost of police record checks and for providing verification to the Department, if requested, that checks have been completed.</p> <p>The Funding Agreement will include requirements in relation to working with Young People.</p> <p>Further information is available in Schedule 3 (Working with Children or Vulnerable People Checks) of the Draft Funding Agreement.</p>
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## 5 Application for Funding

<p><b>Application Process</b></p>	<p>There is one Application Process in the Funding Round. The Application Process opens 7 June 2010 and closes 9 July 2010.</p> <p>For up-to-date information on the Funding Round please go to <a href="http://www.youth.gov.au/ydsp.html">www.youth.gov.au/ydsp.html</a>.</p> <p>Organisations may submit more than one Application in the Funding Round but should only be applying under one of the Streams of possible projects.</p>
<p><b>How to Apply</b></p>	<p>Eligible organisations can apply for Program funding by completing and lodging an Application using the Application Form available at <a href="http://www.youth.gov.au/ydsp.html">www.youth.gov.au/ydsp.html</a>.</p> <p>Applications other than on a fully completed Application Form, with all required additional material attached, will not be considered.</p> <p>All Applications must use the Departments Application Form (the fill-able PDF or the Rich Text Document) and have all the nominated support documents attached to be considered. The Department would prefer Applicants use the PDF version of the Application Form.</p> <p>Applications must be received by the Department no later than <b>5.00 pm AEST, 9 July 2010</b> ('Closing Time'). Applications received after this time may not be considered.</p> <p>Completed Applications, along with two complete copies, must be submitted by the Closing Time. Applications (and copies) are to be submitted in hard copy form only to the following submission address. Organisations are encouraged to lodge their Applications as early as possible before Closing Time.</p> <div data-bbox="507 1400 1457 1720" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Submission Address:</b></p> <p>The Tender/Applications Box 1          Youth Development and Support Program          Department of Education, Employment and Workplace Relations          Foyer, 16 Mort Street          CANBERRA CITY ACT 2601</p> </div> <p>If you require assistance to access the Application Form, please contact the Department via email at <a href="mailto:ydsp@deewr.gov.au">ydsp@deewr.gov.au</a>, or telephone on 1300 363 079 Monday to Friday between 8 am and 6 pm.</p> <div data-bbox="494 1848 1476 1998" style="border: 1px solid black; background-color: #e0e0e0; padding: 10px; margin: 10px 0;"> <p><b>NOTE:</b> Closing Time for all Applications is 5.00 pm AEST on 9 July 2010.</p> </div>

<p><b>Required Documents and other information</b></p>	<p>Applicants must provide documentation to verify eligibility to apply for Program funding and their financial viability. The following documents must be submitted with the Application by the closing date:</p> <ul style="list-style-type: none"> <li>• <b>two letters of support for the project</b> from the organisation’s community; and</li> <li>• <b>a financial statement</b>, preferably audited, for the most recent complete calendar or financial year. The statement should include profit and loss, balance sheet and statement of cash flows. Where statements are audited, include the auditor’s statement and the name and qualifications of the auditor.</li> </ul> <p>Applicants must provide information on other sources of funding secured by the organisation, specifically any other funds that contribute towards the proposed project.</p> <p>The Department must be satisfied that the Application for Funding demonstrates a need for funding and the organisation’s willingness and capacity to comply with the Funding Agreement terms and conditions. The Department must also be satisfied with the performance of the organisation in any previous Funding Agreements.</p>
<p><b>Addressing the Selection Criteria</b></p>	<p>The Department will assess the relative merits of each Application for funding and the extent to which it demonstrates the capacity of the Applicant to meet the Selection Criteria and the other factors listed in the following section.</p>
<p><b>Selection Criteria</b></p>	<p><b>Stream 1 – Community-based Organisations</b>, implementing small scale Community-based projects.</p> <p>Applicants seeking funding under <b>Stream 1</b> of the YDSP must address the following Selection Criteria, having regard to the matters specified as being relevant to each criteria in the Application Form:</p> <ol style="list-style-type: none"> <li>1. Demonstrate how the Project will contribute to the achievement of the Program goals for Community-based Organisations as set out in the Goals section of this document.</li> <li>2. Describe the expected outcomes of the Project for the Young People and their community. Include details of how many Young People will be directly involved in the initiation, development, delivery and evaluation of the Project.</li> <li>3. Demonstrate the degree to which the Project has support within the target group and the broader community.</li> </ol> <p><b>Stream 2 – National Youth Organisations.</b></p> <p>Applicants seeking funding under <b>Stream 2</b> of the YDSP must address the following Selection Criteria, having regard to the matters specified as being relevant to each criteria in the Application Form:</p>

	<p>1. Demonstrate how the Project will contribute to the achievement of the Program goals for National Youth Organisations, as set out in the Goals section of this document.</p> <p>2. Describe the expected outcomes of the Project to your organisation and to the broader youth sector. Include details of how many Young People will be directly involved in the initiation, development, delivery and evaluation of the Project.</p> <p>3. Demonstrate the degree to which the Project has support within the sector and the broader community.</p> <p>In determining which projects are funded, DEEWR will also take into account the following:</p> <ul style="list-style-type: none"> <li>• the total amount of funding available and the estimated cost of the project;</li> <li>• a relative comparison of other projects within the same state or territory;</li> <li>• an equitable distribution of the overall national program budget;</li> <li>• the overall needs of Young People;</li> <li>• information about an Applicant organisation that is known to the Department in the course of the Department’s business and publicly available information; and</li> <li>• any other information or documents which these Guidelines or the Application Form indicate must be provided with Applications.</li> </ul>
<p><b>Alterations, Amendments or Illegibility</b></p>	<p>Alterations or amendments to the Application should be legible and initialled by the Applicant. An Application with alterations or amendments that have not been initialled by the Applicant or that contain illegible information may be excluded from further consideration.</p>
<p><b>Copies</b></p>	<p>When submitting the Application you must use either the fill able PDF or the Rich Text Format version of the Application Form. All text in the application must be in Arial 12 pt font and not exceed the specified length set for each response. Any additional information provided in excess of the set limits, or applications submitted that do not use the nominated font, may not be considered.</p> <p>When submitting the Application you must provide:</p> <ul style="list-style-type: none"> <li>• <b>one signed original</b> copy (<u>including a copy of all required documents and other information the cover of which is marked ‘Original’; and</u></li> <li>• <b>two photocopies</b> of just the <u>Application and the two supporting letters</u>, the covers of which are to be marked ‘Copy 1’ and ‘Copy 2’ respectively.</li> </ul>

<p><b>Packaging and Labelling of Applications</b></p>	<p>The Application (and copies) must be submitted by the specified Closing Time in a hard copy to the submission address.</p> <p>Each set of documents is to be hole-punched (not stapled) and presented in clear plastic document folders no larger than A4 in size.</p> <p><u>Applications should not be stapled.</u></p> <p>Applications received after the closing date or which are not submitted using the required Application format, or are not packaged and labelled as outlined here, <b>may not</b> be considered.</p> <p>Hard copies must be enclosed in a sealed envelope or other sealed container. The envelope or container must be clearly marked with the Submission Address.</p> <p><b>Note:</b> The decision to not accept an Application which is submitted after the close of the round, or which is not packaged and labelled in the required manner, will be at the sole discretion of the Department.</p>
<p><b>Applicant Responsibilities</b></p>	<p>Applicants are considered to have:</p> <ul style="list-style-type: none"> <li>• examined the Guidelines and all other information available on the <a href="http://www.youth.gov.au">www.youth.gov.au</a> website;</li> <li>• examined any written information about the Funding Round that has been made available by the Department; and</li> <li>• satisfied themselves that their Application is complete and correct.</li> </ul> <p>If the Applicant has any doubts about the meaning of any part of the Guidelines or Application Form, they should contact the Department for clarification.</p> <p>Unless otherwise agreed with the Department, successful Applicants who wish to receive funding must agree to standard terms and conditions contained in the Department’s Funding Agreement. A draft copy of the Department’s Funding Agreement is available on <a href="http://www.youth.gov.au">www.youth.gov.au</a>.</p>
<p><b>Acknowledging Receipt of Applications</b></p>	<p>The Department will acknowledge receipt of each Application with the Applicant. If you do not receive an acknowledgement within 10 working days of Closing Time, you should contact the Department via the YDSP mail box, <a href="mailto:ydsp@deewr.gov.au">ydsp@deewr.gov.au</a>.</p>
<p><b>Application Ownership</b></p>	<p>Once lodged, the Application becomes the property of the Department. The Department may copy any of the material needed for assessments.</p>
<p><b>Correspondence During the 2010–2011 Funding Round</b></p>	<p>The Department will not accept or respond to any Applicant’s request for information or correspondence about the status and progress of their Application. At the end of the Application Process, the Department will write to all Applicants about the outcome of their Application for funding.</p>

<p><b>Responding to Questions From the Department</b></p>	<p>If the Department asks the Applicant's contact person a specific question about the Application during the Funding Round, the contact person must respond in writing within <b>five</b> working days.</p> <p>The Department will only ask the contact person for information that clarifies the existing information. If the contact person's response is inconsistent with the information in the Application, the Department may decide not to consider the additional information.</p> <p>When the contact person does not provide answers to particular questions within the specified five working days, the Department will base its assessment on the information already provided in the Application.</p> <p>Notwithstanding this, the Department is not responsible for ensuring that the Application is complete and will not contact the Applicant if an Application is incomplete. Applicants are solely responsible for ensuring that their Application is complete and up-to-date.</p>
<p><b>Unsuccessful Applications</b></p>	<p>Where Applications are unsuccessful, Applicants will be notified in writing by the Department.</p> <p>There is no appeal mechanism for unsuccessful Applications, nor will unsuccessful Applications be reviewed.</p> <p>Applicants who are unsuccessful in obtaining approval for a project may apply for funding in future Funding Rounds.</p>
<p><b>Costs of Preparing Applications</b></p>	<p>Applicants are responsible for meeting all costs of preparing and lodging their Application and for the costs of answering any of the Department's requests for more information or clarification.</p>
<p><b>Non-compliant Applications</b></p>	<p>The Department may not accept an Application that does not comply with the requirements of the Guidelines and Application Form.</p> <p><b>Note:</b> The decision to not accept an Application which does not comply with the requirements of the Guidelines and Application Form will be at the sole discretion of the Department.</p>

## 6 Assessment of Applications

<p><b>Assessment</b></p>	<p>Following the Application Closing Time, the Department will conduct an assessment of the Applications.</p> <p>To enable a comprehensive and accurate assessment of the Applications against the Selection Criteria, Applicants must provide the information required in the format and to the extent specified in the Guidelines and Application Form.</p> <p>Applications other than on a fully completed Application Form, with all required additional material attached, will not be considered.</p> <p>The Department may, but is not obliged to, seek further information, documentation or clarification from Applicants about their Application.</p>
<p><b>Checks of Applicants</b></p>	<p>As part of the Funding Round, the Department may undertake further checks of Applicants. The Department may also conduct checks for non-disclosure of relevant information.</p> <p>In addition, any debts to the Department or other Australian Government agencies may be taken into account when making a decision to offer funding.</p> <p>Where to do so would not be inconsistent with any Australian law, the Department reserves the right to use information from:</p> <ul style="list-style-type: none"> <li>• the Department’s databases;</li> <li>• other Australian Government agencies, such as the Australian Taxation Office and Australian Securities and Investments Commission;</li> <li>• state or territory agencies;</li> <li>• law enforcement agencies;</li> <li>• credit reference agencies;</li> <li>• courts or tribunals; or</li> <li>• any other appropriate organisation or person reasonably required as part of these checks.</li> </ul> <p>Information obtained from checks on Applicants described in this section may be taken into account during the assessment of the Application or in making the final decision to offer funding.</p>

<p><b>Assessment Stages</b></p>	<p>Assessments will be undertaken by the Department in accordance with the following four stages:</p> <ul style="list-style-type: none"> <li>• Stage One - <i>Receipt of Applications and initial screening for compliance and eligibility of organisations.</i></li> <li>• Stage Two - <i>Assessment of Applications against the Selection Criteria by Assessment Panel.</i></li> <li>• Stage Three - <i>Ranking of assessed Applications.</i></li> <li>• Stage Four - <i>Selection of successful Applications to be offered funding within available funds.</i></li> </ul>
<p><b>Stage One</b> <i>Receipt of Applications and Initial Screening for Compliance</i></p>	<p>Following the receipt of Applications, there will be an initial screening of Applications to ensure:</p> <ul style="list-style-type: none"> <li>• they are an eligible organisation;</li> <li>• they comply with the terms and conditions of the Guidelines; and</li> <li>• complete information has been provided in the Application to enable an assessment to be made.</li> </ul>
<p><b>Stage Two</b> <i>Assessment of Applications Against the Selection Criteria</i></p>	<p>The Department will undertake assessments of Applications and responses to the Selection Criteria. Each Application will be assessed by an Assessment Panel. The Panel will consider the Applicant's response to each Selection Criteria.</p> <p>At a minimum, an Application will need to make satisfactory claims against all of the Selection Criteria for consideration for Program funding. Applications that do not meet this minimum standard will not be considered further.</p>
<p><b>Stage Three</b> <i>Ranking of Assessed Applications</i></p>	<p>The Assessment Panel will rank Applications that have been assessed against all Selection Criteria. Applications will be ranked individually and placed in an order of merit.</p>
<p><b>Stage Four</b> <i>Selection of Successful Applications</i></p>	<p>The Australian Government's Minister responsible for youth issues will be advised of the Assessment Panel's recommendations and will make the final decision on grant recipients.</p> <p>All decisions relating to the allocation of funding will be final.</p> <p>The Funding Round will be finalised when all successful Applicants have entered into Funding Agreements with the Department. The Funding Agreement will contain the entire agreement between the parties.</p> <p>The details of successful Applications will be posted on <a href="http://www.youth.gov.au">www.youth.gov.au</a> website when all Funding Agreements have been executed ie signed by all Parties.</p>

## 7 Terms and Conditions of Application

<p><b>Important Information</b></p>	<p>The Department will not accept responsibility for any misunderstanding arising from the failure by an Applicant to comply with the requirements in the Guidelines and the Application Form, or arising from any ambiguity contained in the Applicant's response.</p> <p>When completing an Application Form, all mandatory fields must be completed and all required documents as specified in the Guidelines must be provided.</p> <p>Applications must be lodged to the Department by <b>5.00 pm AEST, 9 July 2010 ('Closing Time')</b>.</p>
<p><b>Disclaimer</b></p>	<p>The Department and its officers, employees, agents and advisers:</p> <ul style="list-style-type: none"> <li>• are not, and will not be, responsible or liable for the accuracy or completeness of any information in or provided in connection with the Guidelines and Application Forms;</li> <li>• make no express or implied representation or warranty that any statement as to future matters will prove correct;</li> <li>• disclaim any and all liability arising from any information provided to the Applicant, including, without limitation, errors in, or omissions contained in, that information;</li> <li>• except so far as liability under any statute cannot be excluded, accept no responsibility arising in any way from errors or omissions contained in any information in the Guidelines and Application Forms; and</li> <li>• accept no liability for any loss or damage suffered by any person as a result of that person, or any other person, placing reliance on the contents of the Guidelines and Application Forms, or any other information provided by the Department.</li> </ul>
<p><b>Conflicts of Interest</b></p>	<p>An Application will not be considered if, in its preparation, any person misuses any position(s) of knowledge or opportunity they have (or have had) which relate to any other dealings with the Department or any other Australian Government agency.</p> <p>Applicants need to ensure that they do not have any Conflict of Interest that would prevent their organisation from proceeding with an Application or in performing the duties of the Funding Agreement.</p> <p>The Applicant must immediately notify the Department if any Conflict of Interest arises during the Funding Round. If this happens, the Department may:</p> <ul style="list-style-type: none"> <li>• enter into discussions to try and resolve the Conflict of Interest;</li> <li>• disregard the Application; or</li> <li>take any other action that it considers is appropriate.</li> </ul>

<p><b>Acknowledgment by the Applicant</b></p>	<p>By submitting an Application and signing the declaration the Applicant acknowledges and agrees that they:</p> <ul style="list-style-type: none"> <li>• have not relied on any sources of information other than in the Guidelines and from the nominated contact staff for the Program in the Department;</li> <li>• did not, and cannot, use the improper assistance of any Department employee or ex-employee or information unlawfully obtained from the Department in the Funding Round; and</li> <li>• comply, and will comply, with all conditions set out in the Guidelines.</li> </ul>
<p><b>Liability Issues</b></p>	<p>The Department is not liable to the Applicant in relation to the Funding Round, including without limitation, when the Department:</p> <ul style="list-style-type: none"> <li>• varies or terminates all or any part of the Funding Round or any negotiations with the Applicant;</li> <li>• decides not to acquire any or all of the services sought through the Funding Round; or</li> <li>• exercises or fails to exercise any of its other rights under or in relation to the Guidelines.</li> </ul>
<p><b>Guidelines and Application Form are not a Funding Agreement or Contract</b></p>	<p>Nothing in these Guidelines and/or Application Form creates a Funding Agreement or Contract between the Department and the Applicant.</p>
<p><b>Confidentiality and Freedom of Information</b></p>	<p>Applicants need to ensure that all information relating to the Application is treated as 'Commercial-In-Confidence'. In addition, Applicants must not provide information to other people or organisations about the acceptance or progress of their Application prior to public announcement.</p> <p>If any of the information in an Application is confidential, Applicants must clearly mark this as 'Commercial-In-Confidence'. Information will only be treated as Commercial-In-Confidence if it is clearly marked as confidential. If an Applicant marks their entire Application as Commercial-In-Confidence, the Department may not be able to verify claims in the Application, and the Application may suffer as a result. The Department will treat Commercial-In-Confidence material as confidential.</p> <p>The <i>Freedom of Information Act 1982</i> (FOI Act) applies to the Department. The FOI Act extends as far as possible the right of the Australian community to access information in the possession of Government Departments. This may include documents relating to Applicants in the Funding Round and to Funding Recipients.</p> <p>Access is limited by exceptions and exemptions necessary for the protection of the public interest and the private and business affairs of</p>

	<p>people for whom information is collected and held by Departments and public authorities.</p> <p>If a request were made under the FOI Act for access to an Application that may contain sensitive business information or confidential material, a decision by the Department to grant or refuse access would normally be made only after consultation with the Applicant concerned. However, the response to the request would be governed by the requirements of the FOI Act.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>NOTE:</b> The Department may be required to disclose documents and information relating to the Funding Round to Parliament.</p> </div>
<p><b>Privacy</b></p>	<p>The Department is bound, in administering the Program, by the provisions of the <i>Privacy Act 1988</i> (Privacy Act). Section 14 of the Privacy Act contains the Information Privacy Principles (IPPs), which prescribe the rules for handling personal information.</p> <p>Persons, bodies and organisations involved in the Program must abide by the IPPs and the Privacy Act when handling personal information collected for the purposes of that Program.</p> <p>Personal information is defined in Section 6 of the <i>Privacy Act</i> as <i>‘information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion’</i>.</p> <p>Personal information provided by Applicants will be used only for the purposes of the Funding Round, contract management and monitoring of Funding Recipients. Personal information may also be provided to external experts for the purposes of assessing Applications. However, if an Applicant is also seeking funds from other Australian Government programs administered by the Department, the Applicant’s financial viability details in their Application may be supplied to the areas of the Department that administer the other programs.</p>
<p><b>The Department’s Rights</b></p>	<p>Subject to the Department’s obligation to conduct an accountable and transparent process, the Department reserves the right at any time to:</p> <ul style="list-style-type: none"> <li>• cease to proceed with or suspend the Funding Round;</li> <li>• require and/or accept additional information from one or more Applicant(s), or provide additional information or clarification to all Applicants by amending these Guidelines;</li> <li>• change the structure, timing, approach, contents or requirements of the Funding Round;</li> <li>• vary or extend any time or date in this Funding Round, at any time and for such period as the Department considers appropriate;</li> <li>• conduct another Funding Round;</li> <li>• terminate further participation in the Funding Round by any Applicant for any reason, whether or not the Application conforms with the Guidelines and Application Form requirements;</li> </ul>

	<ul style="list-style-type: none"> <li>• add to, alter, delete or exclude any part of the Funding Agreement prior to execution;</li> <li>• terminate any negotiations being conducted at any time with an Applicant for any reason;</li> <li>• negotiate with any one or more Applicant(s);</li> <li>• call for new Applications; and</li> <li>• publish information on individual grants on its website, subject to the requirements of the Privacy Act 1988.</li> </ul>
<p><b>The Department's Responsibilities</b></p>	<p>The Department, amongst other things, is responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring that services provided under the Program are accountable to government;</li> <li>• ensuring that funds are used in the most efficient and effective manner to achieve positive outcomes for Young People; and</li> <li>• administering the operation of the Program in a timely, accountable and efficient manner.</li> </ul> <p>Administration of the Program will be the responsibility of the Office for Youth, Department of Education, Employment and Workplace Relations National Office in Canberra.</p>

## 8 Funding Agreements

<b>Notification of Funding</b>	Successful Applicants will receive a phone call and written advice that will refer to proposed contractual arrangements and the amount of funding approved. The notification of funding does not constitute a Funding Agreement and successful Applicants must not commence a project until a Funding Agreement has been negotiated and executed by the successful Applicant and the Department.
<b>Funding Agreement</b>	<p>When the Department has received confirmation from successful Applicants that they accept the offer, a Funding Agreement will be negotiated and sent to the organisation for signature. Successful Applicants that wish to receive funding must agree to the terms of the Funding Agreement unless any changes to those terms are negotiated with the Department.</p> <p>The Funding Agreement will specify what the project involves.</p> <p>In managing Program funds, Funding Recipients must comply with all the requirements of the Funding Agreement.</p> <p>A draft copy of the Funding Agreement is available at <a href="http://www.youth.gov.au">www.youth.gov.au</a>.</p>

## 9 Payments

<p><b>Payment Milestones</b></p>	<p>Payments will be made as specified in the Funding Agreement negotiated with successful Funding Recipients.</p> <p>Payments will be made upon meeting identified milestones as specified in the Agreement, subject to the Funding Recipient's successful completion of all obligations under the Funding Agreement to that point, and within 15 days of delivery of a correctly rendered invoice.</p>
<p><b>Goods and Services Tax (GST)</b></p>	<p>Where GST is payable, the total funding for Funding Recipients will be increased to include GST. The GST amount will be shown separately in the Funding Agreement. Funding Recipients are responsible for meeting their obligations under the <i>A New Tax System (Goods and Services Tax) Act 1999</i>.</p>
<p><b>Bank Accounts</b></p>	<p>Payments are made by direct credit to the Funding Recipient's bank account. Funding Recipients must keep a separate bank account for grants exceeding \$25,000 (GST exclusive).</p> <p>For grants of up to \$25,000 (GST exclusive), funding recipients must provide evidence of how they will track grant funds if they do not intend to open a separate bank account for the Project.</p> <p>It will be at the discretion of the Department, as to whether a separate bank account is mandated for grants of up to \$25,000.</p> <p>Funding Recipients will be required to complete a 'Vendor Information Request' Form that will be provided by the Department.</p>

## 10 Monitoring and Reporting Requirements

<p><b>Reporting</b></p>	<p>Performance and financial reporting are conditions of all Program Funding Agreements. For the 2010-11 Funding Round, Funding Agreements will include the following reporting requirements:</p> <table border="1" data-bbox="520 461 1406 797"> <thead> <tr> <th data-bbox="520 461 1034 524">Report</th> <th data-bbox="1034 461 1406 524">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="520 524 1034 613">Progress Report</td> <td data-bbox="1034 524 1406 613">4 months after signing Funding Agreement.</td> </tr> <tr> <td data-bbox="520 613 1034 669">Final Report</td> <td data-bbox="1034 613 1406 669">3 June 2011</td> </tr> <tr> <td data-bbox="520 669 1034 797">Financial Acquittal</td> <td data-bbox="1034 669 1406 797">Due within 30 days of receipt of final payment.</td> </tr> </tbody> </table>	Report	Due Date	Progress Report	4 months after signing Funding Agreement.	Final Report	3 June 2011	Financial Acquittal	Due within 30 days of receipt of final payment.
Report	Due Date								
Progress Report	4 months after signing Funding Agreement.								
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<p><b>Monitoring Progress</b></p>	<p>The Department will monitor the progress of projects to ensure that Program funds are used in the most efficient and effective manner to achieve positive outcomes for Young People.</p> <p>The <b>Progress Report</b> that is required will:</p> <ul style="list-style-type: none"> <li>• outline progress against project milestones as specified in the Funding Agreement;</li> <li>• outline any difficulties encountered in the implementation and delivery of the project and what actions were put in place to overcome these difficulties;</li> <li>• outline the impact of the project to date and a general assessment of the effectiveness of the project; and</li> <li>• include an interim statement of income and expenditure for Program funds paid to date against the line item budget included in the Application.</li> </ul>								
<p><b>Monitoring Visits</b></p>	<p>The Department may conduct monitoring visits as specified in the Funding Agreement.</p>								
<p><b>Presentation Visits</b></p>	<p>Provide opportunities for the Minister of Early Childhood Education, Childcare and Youth, or their representative, and/or an officer from DEEWR to attend any significant event, including but not limited to launches, presentation of awards and public forums, which is undertaken as part of this project.</p>								
<p><b>Performance Reporting</b></p>	<p>Funding Recipients will be required to measure the performance of the project and report on outcomes achieved through a <b>Final Report</b> (maximum of ten pages).</p> <p>The Funding Recipients must report on specific measures relevant to the project, for example (but not limited to):</p> <ul style="list-style-type: none"> <li>• the outcomes of the Project and any issues, internal or external,</li> </ul>								

	<p>which may have impacted on Your ability to achieve expected targets and what measures were put in place to overcome these issues;</p> <ul style="list-style-type: none"> <li>• the benefits, direct and indirect, to Young People who were directly involved in the implementation of the Project;</li> <li>• the number of Young People engaged in the Project and their level of involvement in the governance of the Project;</li> <li>• how the organisation supported and trained Young People as decision makers and Project leaders;</li> <li>• a summary of the feedback gathered/provided by the Young People involved in the Project;</li> <li>• the amount of other funds (i.e. own source funding or that received from Project Partners) spent on the Project, its source and how it was used;</li> <li>• a brief evaluation of the Project and an assessment of the strengths and weaknesses of the Project;</li> <li>• how the Project facilitated community participation and to what extent has it strengthened the role of Young People in the community; and</li> <li>• what measures have been developed and/or implemented to make the Project sustainable in the long term.</li> </ul> <p>The precise requirements for the Final Report will be specified in the Funding Agreement.</p>
<p><b>Financial Reporting</b></p>	<p>Funding Recipients, are required to submit statements, certificates or other documentation showing expenditure against all items detailed in the Funding Agreement.</p> <p>Funding Recipients must provide <b>a financial acquittal</b> that verifies the amount of Program funding received has been fully expended and/or committed for the purposes of the project. All unspent funds, including any GST component paid on unspent funds, must be returned to the Department.</p> <p>The precise acquittal requirements will be specified in the Funding Agreement.</p>
<p><b>Submitting Reports</b></p>	<p>Funding Recipients are required to submit reports as specified in the Funding Agreement and may be required to submit additional reports to the Department at times and on matters specified in the Funding Agreement.</p>

## Glossary

<b>Applicant</b>	Means an organisation that submits an Application on the Application Form.
<b>Application</b>	Means the Application for Program funding submitted by an Applicant.
<b>Application Form</b>	Means the Application Form available to Applicants submitting an Application for funding under the Program.
<b>Closing Time</b>	Means 5 pm AEST on <b>9 July 2010</b> or a later time if specified by the Department by amendment to these Guidelines.
<b>Commercial-In-Confidence</b>	Means information in the Application Form that the Applicant clearly identifies as confidential and is not information that is: <ul style="list-style-type: none"> <li>a) in the public domain; or</li> <li>b) already known to the Department of Education, Employment and Workplace Relations other than through an obligation of confidence.</li> </ul>
<b>Conflict of Interest</b>	Means a conflict of interest, or risk of a conflict of interest, or an apparent conflict of interest arising through an Applicant engaging in any activity or obtaining any interest that is likely to interfere with or restrict an Applicant in providing the Project to the Department fairly and independently.
<b>Department (the)</b>	Means the Australian Government Department of Education, Employment and Workplace Relations (DEEWR).
<b>Funding Agreement</b>	Means the Department's standard Mini or Short Form Funding Agreement.
<b>Funding Recipient</b>	Means the organisation that enters into a Funding Agreement with the Department and receives Program funding.
<b>Funding Round</b>	Means the process for the selection of Program Funding Recipients for 2010–11 outlined in the Guidelines and Application Form.
<b>Guidelines (the)</b>	Means these Guidelines, i.e. the Youth Development and Support Program 2010–11 Funding Round Guidelines.
<b>National Youth Organisation</b>	Means a youth organisation operating in at least three states or territories of Australia.
<b>Not-for-Profit Organisation</b>	Means an organisation that <ul style="list-style-type: none"> <li>(a) has provisions in its constitution to the effect that it is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to owners, members or other private people; or</li> <li>(b) has tax exempt status from the Australian Taxation Office.</li> </ul>
<b>Program</b>	Means the Youth Development and Support Program.
<b>Project/Activity</b>	Means the Project/Activity or Program that is the subject of the Application.

<b>Selection Criteria</b>	Means the Selection Criteria for assessing Applications as outlined in the section of the Guidelines headed 'Selection Criteria'.
<b>Young People</b>	Means people who are aged between 12 and 25 years of age.