

Newcastle City Council

# Policy

## Youth Week Grant Policy

November 2017

# Youth Week Grant Policy



Policy title	Youth Week Grant Policy
Policy owner	Manager Strategic Planning Services
Policy expert/writer	Manager Strategic Planning Services
Prepared by	Strategic Planning Services
Approved by	Elected Council
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Details of previous versions	Youth Week Grant Policy - Version 1 - ECM 4769512
Legislative amendments	Nil
Relevant strategic direction	Caring and Inclusive Community
Relevant legislation/codes (reference to specific sections)	<i>Local Government Act 1993</i> (NSW) - Section 8A
Related policies/documents	Code of Conduct Register of Delegations and Authorisations Standard Letter of Agreement for Youth Week Grants and any applicable guidelines.
Related forms	Youth Week Grant Application Form
Required on website	Yes
Authorisations	Refer to schedule 1

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# Part A Preliminary

## 1 Purpose

- 1.1 This policy provides a framework for Council to distribute grants for events, projects, services or activities held in Newcastle local government area during National Youth Week each year.

## 2 Definitions

- 2.1 **Agreement** means the agreement entered into by Council and an applicant whose application for a Youth Week Grant has been successful
- 2.2 **Acquittal Report** means a report to Council providing the details listed at clause 12.
- 2.1 **CEO** means Chief Executive Officer of Newcastle City Council and includes their delegate or authorised representative.
- 2.1.1 References to the Chief Executive Officer are references to the General Manager appointed under the *Local Government Act 1993* (NSW).
- 2.2 **Council** means Newcastle City Council.
- 2.3 **Financial Assistance** means help given by Council to a person or organisation in the form of funding, subsidies, waived or reduced fees and charges and rates reimbursement.
- 2.4 **Guidelines** means any guidelines published in connection with Council's Youth Week Grant program in any year.
- 2.5 **Relevant Council Officer** means the Council employee responsible for administering the Youth Week Grant Program.
- 2.6 **Youth Week Grant** means financial assistance by Council to support an event, project, service or activity during National Youth Week.
- 2.7 **Youth Week Grant Panel** means the panel comprising:
- (a) Council's Community Planning Team Coordinator (or nominee)
  - (b) Council's Community Planner (or nominee)
  - (c) At least three members of the Newcastle Youth Council
  - (d) At least one Councillor appointed to Newcastle Youth Council
- 2.8 **Young People** means persons aged 12-24 years.

Unless stated otherwise, a reference to a clause is a reference to a clause of the policy.

## 3 Scope

- 3.1 The policy applies to all applications for Council supported National Youth Week grants in the Newcastle local government area.
- 3.2 Suitable applications need to support Council's Strategic Directions, including:
- A Caring and Inclusive Community*
- 3.2.1 A welcoming community that cares and looks after each other
- 3.2.2 Active and healthy communities with physical, mental and spiritual wellbeing
- 3.2.3 A creative, culturally rich and vibrant community
- Vibrant and Activated Public Places*

- 3.2.4 Public places that provide for diverse activity and strengthen our social connections
  - 3.2.5 Culture, heritage and place are valued, shared and celebrated
  - 3.2.6 Safe and activated places that are used by people day and night
- (Newcastle 2030 Community Strategic Plan Revised 2013)*

## 4 Principles

- 4.1 Council commits itself to the following principles:
  - 4.1.1 **Youth engagement** - The policy aligns with Council's Commitment to the Young People of the City 1996.
  - 4.1.2 **Accountability and transparency** - The policy provides a framework for the transparent and merit-based provision of financial assistance and a system of accountability for the recipient.
  - 4.1.3 **Alignment with Council strategies** - The policy aligns with Council priorities outlined in the Newcastle 2030 Community Strategic Plan.
  - 4.1.4 **Value for Money** – The policy ensures Council considers the value for money of its investment.

## **Part B Scope of Program**

### **5 Amount of sponsorship available**

- 5.1 The total amount available under the Youth Week Grant Program will be determined annually by:
  - 5.1.1 Funding allocated by the New South Wales Department of Family and Community Services and matched by Council as per the funding agreement.
  - 5.1.2 Council funding will be approved by the elected Council in connection with the Operational Plan and Delivery Program.
- 5.2 Council may decide to offer an applicant support in an amount less, or in a combination different to, what is applied for. The maximum grant amount is \$1000.
- 5.3 Any amendments to the total budget allocated to the Youth Week Grant Program must be approved by the elected Council.
- 5.4 Only one off commitments may be approved under this policy.

### **6 Program structure**

- 6.1 Council will hold one round a year.
- 6.2 Council will advertise the Youth Week Grant Program on Council's website and Newcastle Youth Council's social media.

## Part C – Eligibility and assessment

### 7 Eligibility Criteria

***Council will only support an event/project/service/activity that meets the following criteria:***

- 7.1 Applicant must be an incorporated association, not for profit group, and/or a registered organisation with an ABN (or ACN). Applications will not be accepted from individuals or government agencies.
- 7.2 Applicants must lodge a completed application using Council's standard Youth Week Grant Application Form.
- 7.3 The event/project/service/activity must take place in the Newcastle local government area
- 7.4 The event/project/service/activity must be for Young People aged 12-24 years.
- 7.5 Each organisation is limited to one successful application for Youth Week funding each round/year.
- 7.6 Applications must be received on or before the advertised due date.
- 7.7 Young People must be involved in the planning, implementation and evaluation of the event/project/service/activity.
- 7.8 Applicants must provide evidence that they have appropriate insurances in place and provide a Certificate of Currency with their grant application. Council must be noted as an interested party on the Certificate of Currency.
- 7.9 The event/project/service/activity must occur within National Youth Week as set by the Department of Family and Community Services each year, and occur in the same financial year as the application is made and support received.
- 7.10 The event/project/service/activity must be not for profit.
- 7.11 The Applicant must be capable of and responsible for obtaining all regulatory approvals for the event/project/service/activity.
- 7.12 Applicants must have complied with, to Council's satisfaction, the conditions of any previous grant, support or Youth Week Grant received from Council.
- 7.13 The event/project/service/activity must be consistent with the community values defined in the 2030 Community Strategic Plan.
- 7.14 ***Council will not fund applications for:***
  - 7.14.1 individuals or government agencies;
  - 7.14.2 activities where funds have already been spent (e.g. retrospective funding, budget deficits);
  - 7.14.3 travel, staff wages and private expenses;
  - 7.14.4 activities coordinated by any registered political party, or for the benefit of any political candidate;
  - 7.14.5 contributions to an organisation's general operating expenses;
  - 7.14.6 purchases or expenses related to privately owned items;
  - 7.14.7 furniture or fittings/improvements to major fixed infrastructure; and
  - 7.14.8 arrangements or commitments which are incompatible or inconsistent with the aims and objectives of National Youth Week.

## **8 Assessment Criteria**

Applications that satisfy the Eligibility Criteria set out in clause 7 will then be assessed against the following Assessment Criteria:

- 8.1 Benefit to Young People in the local community. Elements to be considered include: level of youth engagement (number of participants), diversity of participants (age, ethnicity, gender) and skills gained and knowledge developed by participants (range of skills or number of people to learn a new skills).
- 8.2 Consistency with National Youth Week objectives set by the Department of Family and Community Services. Applicants will be asked to identify how their project meets the objectives.
- 8.3 Adequacy of budget proposal measured against project feasibility, based on budget information provided in application. This may include the level of contributions from other parties and the grant as a proportion of the total budget.

## **9 Assessment of applications**

- 9.1 The weighting allocated to each assessment criteria will be determined and approved by the Manager of Strategic Planning Services, prior to applications being called. These weightings must be made available to applicants upon request.
- 9.2 The Relevant Council Officer will conduct a preliminary assessment against the Eligibility Criteria set out in Section 7.
- 9.3 Following a preliminary assessment, the Relevant Council Officer will present all applications to the Youth Week Grant Panel with a recommendation on eligibility.
- 9.4 The Youth Week Grant Panel will be convened to assess applications. The Youth Week Grant Panel's assessment (including any disagreement with the final outcome) must be recorded on an evaluation form and retained in Council's records management system. The evaluation form will be signed by all members of the Youth Week Grant Panel.
- 9.5 Any deviation from the approach set out in clauses 9.1 – 9.4 must be approved by the CEO with reasoning documented.
- 9.6 Each Councillor and Council Officer involved in the assessment and approval of applications under this Section must comply with Council's Code of Conduct, in particular, the provisions covering Conflicts of Interest.



## **Part D Agreements, payments and acquittals**

### **10 Agreement**

- 10.1 Successful applicants and Council must sign an Agreement, containing Council's terms and conditions for the Youth Week Grant, prior to any monies being released.
- 10.2 Council may terminate the Agreement at any time but will pay for commitments made, subject to milestones being met, to the date of termination.
- 10.3 The Agreement may include a statement relating to how Council will conduct any regulatory activities with the applicant.
- 10.4 The Agreement will require the applicant to comply with the principles and standards of behaviour outlined in Council's Statement of Business Ethics.

### **11 Payments**

- 11.1 Payments will be made once a signed Agreement, Certificate of Currency noting Council as an interested party and required bank details have been received by Council as agreed with the applicant and documented in the Agreement.
- 11.2 All invoices must be received by the end of May in the year the Youth Week Grant was awarded and the event/project/service/activity held.
- 11.3 Council will not be liable for any amounts over and above the Youth Week Grant amount as set out in the Agreement.

### **12 Acquittal**

- 12.1 Successful applicants must provide a final Acquittal Report to Council within the timeframe specified in the Agreement.
- 12.2 If the applicant does not provide a final Acquittal Report to Council within the timeframe specified in the Agreement, they will not be eligible to apply for future grants under Council's Grants & Sponsorships programme.
- 12.3 The information required will be specified in the Agreement and may include:
  - 12.3.1 copies of original receipts showing expenditure of all grant funds;
  - 12.3.2 evidence of compliance with the Agreement;
  - 12.3.3 number of Young People involved in planning and implementation of the Youth Week event/project/service/activity;
  - 12.3.4 number of Young People attending the event/project/service/activity and, if possible, the demographic information of participants;
  - 12.3.5 formal advice of funds not spent (funds not expended for the purpose outlined in the application should be returned to Council).

## Schedule 1 Authorisations

Authority	Position
Assess and determine applications	Youth Week Grant Panel
Execute Agreements to allocated Grants consistent with the Community Assistance Grant Panel's recommendation and in accordance with this policy	Manager Strategic Planning Services
Determine and approve weightings for assessment criteria	Manager Strategic Planning Services

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Executive Officer