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Program Overview

As agents of social change, economic development and progress, young people are an essential part of vibrant regional communities. There is substantial evidence demonstrating that young people thrive and develop best when able to regularly participate in recreational and social activities. However, young people in regional NSW often face geographical, financial and accessibility barriers that impact their ability to enjoy recreational and social activities within their local communities.

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. The program is funded by the [Office for Regional Youth](#).

As part of the Holiday Break program, eligible local councils and regional Not-for-profits are invited to apply for funding to provide social and recreational activities for young people aged 12-24 years. Activities must be held during the NSW school holiday period. Funding is made available to ensure young people can access recreational and social activities that are free and subsidised, local and responsive to their needs and interests.

Program Funding

As part of the NSW Government's \$2.8 billion COVID-19 Economic Recovery Strategy, the Office for Regional Youth's Holiday Break program received a \$10 million funding boost to deliver an expanded program to 93 regional Local Government Areas.

This funding is a significant investment and will enhance the program as well as support the wellbeing of young people in regional communities across the state.

Program Objectives

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 COVID-19 through creation of employment opportunities targeting arts sector employees.

Priority groups of young people

The Office for Regional Youth recognises that some young people have specific service and accessibility needs when accessing recreational and social activities within their local communities. To meet the needs of these young people, Not-for-profit applicants must provide activities that target one (or more) of the priority groups 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

All applicants to the Holiday Break program must ensure activities are culturally safe, respectful and inclusive for all young people.

Key Dates

The Holiday Break program will open funding rounds for each school holiday period in 2022. Dates are provided below to allow applicants adequate time to prepare and plan for upcoming funding rounds.

Please note from Winter Holiday Break onwards, funding rounds will open approximately eight (8) weeks in advance of the upcoming school holidays.

Autumn Holiday Break

Round open	7 March 2022
Round close	1 April 2022
Delivery period	Saturday 2 April – Monday 25 April
Report due	6 May 2022

Winter Holiday Break

Round open	11 April 2022
Round close	20 May 2022
Delivery period	Saturday 1 July - Sunday 17 July
Report due	29 July 2022

Spring Holiday Break

Round open	4 July 2022
Round close	29 July 2022
Delivery period	Saturday 24 September – Sunday 9 October
Report due	21 October 2022

Summer Holiday Break 2022/23

Round open	26 September
Round close	21 October
Delivery period	Wednesday 21 December – Sunday 5 February 2023
Report due	17 February 2023

Funding cannot be extended (or ‘rolled over’) from one holiday period to another. Successful applicants will be responsible for delivering activities in accordance with the funding agreement. In the event of Covid-19 restrictions, applicants are permitted to reschedule the dates of planned activities, provided activities are delivered prior to the last day of the relevant school holiday period. No further changes to proposed activities will be accommodated.

Applying for Funding

Projects funded under the Holiday Break program must provide young people with a series of activities that encourage play, experimentation, reflection, and expression.

The Office for Regional Youth encourages applicants to consider each of the prompts below when preparing your funding proposal.

Application Requirement	Prompts
Overview	<ul style="list-style-type: none"> • Overview of your organisation / Introduction (What is your experience delivering services to children and young people?) • What activities are you proposing? • When and where will you do it?
Rationale	<ul style="list-style-type: none"> • Why have you chosen those activity/ activities? Is it recreational in nature? • Why have you chosen those location/s? • Does the activity meet a need for the community? How do you know this? • What evidence assisted you to make these decisions?
Key Outcomes	<ul style="list-style-type: none"> • What are the benefits / changes that will occur for young people because of your activity? • Are there benefits for the wider community? If so, what are they?
Risk Register and Mitigation Strategies	<ul style="list-style-type: none"> • What are the risks with your proposal? • How will you assess and respond to these identified risks?

	<ul style="list-style-type: none"> How will you alter your program to respond to Covid-19 impacts and/or public health orders?
Costs	<ul style="list-style-type: none"> How much will your proposal cost? Where did you source these figures from? Are they reasonable? Will your organisation co-contribute funds or provide in-kind support?
Evaluation	<ul style="list-style-type: none"> What are your key deliverables and when will they happen? How will you monitor and report on your activities? How will you know your program was a success or if changes are needed?
Additional Considerations	<ul style="list-style-type: none"> All employees responsible for program delivery must have a valid Working With Children's Check (WWCC) and WWCC numbers for ALL employees responsible for delivery must be included in your application. What additional steps will you take to ensure you accurately understand and can meet the needs of the priority group of young people? How will you ensure young people know about your event and/or program? How will you advertise your activity?

Submission of proposals

Applicants are required to submit an online proposal and only one application is permitted per Council and Not-for-profit organisation. To submit a proposal please visit: www.nsw.gov.au/HolidayBreak

State-wide organisations with multiple regional offices can only submit one application on behalf of the organisation.

Applications can take between 4-6 weeks to assess, and the Office for Regional Youth encourages applicants to submit their online proposals early to avoid delay.

Grant Amounts

The following maximum grant amounts are available to both eligible councils and Not-for-profits.

Autumn 2022 Youth Week	Winter 2022	Spring 2022	Summer 2022/23
\$10,000	\$7,000	\$7,000	\$15,000

Assessment Criteria

All projects will be required to meet the following threshold criteria:

- Identify and respond to a financial, geographic or accessibility barrier experienced by young people
- Designed to enhance the creativity, imagination, self-confidence and self-efficacy skills of young people as well as their physical, social, cognitive and emotional strength
- Appropriately costed
- Sufficient detail provided (e.g. avoid vague language such as ‘afternoon activities’, instead provide detail, such as ‘snooker competition during the afternoon’)
- Can be delivered within delivery dates/ school holidays
- Recreational and social (i.e. no formal training component)

Activities funded under the Holiday Break program must be delivered in one of the 93 regional NSW Local Government Areas (found at Attachment A). Projects in Greater Sydney, Newcastle and Wollongong are not eligible.

Ineligible project costs

Ineligible project costs may include but are not limited to:

- Costs related to buying or upgrading non-fixed equipment or supplies
- Donations or commissions to third parties,
- Financing, including debt financing or rental costs
- Non-project related staff training and development costs
- Funding for ongoing staff or operational costs beyond the scope and timeframe of the funded activity

Unsuccessful applications

Applicants will be notified in writing of the outcome of each application and unsuccessful applicants will be provided with the opportunity to arrange a brief feedback session.

Contracting Requirements

Successful applicants are required to enter a funding deed with the Department of Regional NSW. This is legal agreement between your organisation and the NSW Government.

To enter into this agreement, successful applicants must be an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN) or be registered with NSW Fair Trading under the Associations Incorporation Act 2009 or another Act (such as the *Aboriginal Land Rights Act 1983*). Unincorporated organisations are ineligible to apply.

Eligible applicants include:

- Regional councils and Joint Organisations
- Non-government organisations
- Community organisations registered as incorporated associations
- Local Aboriginal Land Councils

Should a non-incorporated entity wish to apply, they should consider partnerships with a local council or eligible Not-for-profit. The council or Not-for-profit will be solely responsible for the project's delivery and reporting through the funding deed.

Additionally, all successful applicants must hold all relevant insurances, including a minimum \$20 million Public Liability Insurance.

Outcomes Report

Successful applicants are required to report on the outcomes of the funded activities. Reporting must include:

- Number of activities funded
- Description of activities funded
- Youth participation numbers
- Evidence of the works and financial expenditure
- Photographs, videos and case studies (including at least two de-identified quotes from program participants) including participants' permission to publish

Evaluation

Applicants may be selected to participate in program evaluation to determine the extent to which their projects have contributed to the objectives of the Holiday Break program. The evaluation will require applicants to provide evidence of how projects have impacted the lives of young people aged 12-24 years that is consistent with the objectives of the program.

Promotional requirements

Successful applicants are required to reference the Office for Regional Youth's Holiday Break program and NSW Government support in media or event promotions. Reference to the Office for Regional Youth Holiday Break program is to be referenced in the body of promotional material.

All recipients of NSW Government funding should acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants available at www.nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines. Acknowledgment of NSW Government support in promotional material is to include the "proudly supported by NSW Government" logo at Appendix B.

Successful applicants are required to contact media@regional.nsw.gov.au for any media opportunities and include a cover copy to regionalyouth@regional.nsw.gov.au.

Important Terms and Conditions

Applicants should note:

- The NSW Government may choose to publicly announce funding for individual applications. It may also use information provided in the grant to develop case studies.
- All awarded grants will be GST exclusive. If you are registered for GST, this will be applied on top of the agreed grant value when payment is made to you. Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended

applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances.

- The Office for Regional Youth reserves the right to undertake an audit of grant funding within seven years.
- Applicants with outstanding actions and/or documentation from previous Holiday Break funding rounds will not be eligible for funding until all outstanding documentation is uploaded via the SmartyGrants portal.

Complaints

Any concerns about the program or individual applications should be submitted in writing to regionalyouth@regional.nsw.gov.au. If applicants do not agree with the way the DRNSW handle the issue, they may wish to contact the NSW Ombudsman via ombo.nsw.gov.au.

Government Information (Public Access) Act

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents, may be made publicly available under the *Government Information (Public Access) Act 2009* (NSW). Information that is deemed to be commercially sensitive will be withheld.

The Government Information (Public Access) Act 2009 (NSW) makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

General enquiries

Email the Office for Regional Youth team at: regionalyouth@regional.nsw.gov.au

Call the Department of Regional NSW on 1300 679 673.

Grant management enquiries

If your enquiry refers to an approved project with an existing funding deed, email the Grants Management Office at gmo@regional.nsw.gov.au. Please quote your Application ID in the email subject line.

Branding and signage approvals

For enquiries regarding use of logos, signs and/or branding for projects with allocated funding, contact branding@regional.nsw.gov.au. Please review the NSW Government Funding Acknowledgement Guidelines before getting in touch.

Attachment A – Eligible Local Government Areas

- Albury City Council
- Armidale Regional Council
- Ballina Shire Council
- Balranald Shire Council
- Bathurst Regional Council
- Bega Valley Shire Council
- Bellingen Shire Council
- Berrigan Shire Council
- Bland Shire Council
- Blayney Shire Council
- Bogan Shire Council
- Bourke Shire Council
- Brewarrina Shire Council
- Broken Hill City Council
- Byron Shire Council
- Cabonne Council
- Carrathool Shire Council
- Central Coast Council
- Central Darling Shire Council
- Cessnock City Council
- City of Lithgow Council
- Clarence Valley Council
- Cobar Shire Council
- Coffs Harbour City Council
- Coolamon Shire Council
- Coonamble Shire Council
- Cootamundra-Gundagai Regional Council
- Cowra Shire Council
- Dubbo Regional Council
- Dungog Shire Council
- Edward River Council
- Eurobodalla Shire Council
- Federation Council
- Forbes Shire Council
- Gilgandra Shire Council
- Glen Innes Severn Council
- Goulburn Mulwaree Council
- Greater Hume Shire Council
- Griffith City Council
- Gunnedah Shire Council
- Gwydir Shire Council
- Hay Shire Council
- Hilltops Council
- Inverell Shire Council
- Junee Shire Council
- Kempsey Shire Council
- Kyogle Council
- Lachlan Shire Council
- Lake Macquarie City Council
- Leeton Shire Council
- Lismore City Council
- Liverpool Plains Shire Council
- Lockhart Shire Council
- Maitland City Council
- Mid-Coast Council
- Mid-Western Regional Council
- Moree Plains Shire Council
- Murray River Council
- Murrumbidgee Council
- Muswellbrook Shire Council
- Nambucca Valley Council
- Narrabri Shire Council
- Narrandera Shire Council
- Narromine Shire Council
- Oberon Council
- Orange City Council
- Parkes Shire Council
- Port Macquarie-Hastings Council
- Port Stephens Council
- Queanbeyan-Palerang Regional Council
- Richmond Valley Council
- Shellharbour City Council
- Shoalhaven City Council
- Singleton Council
- Snowy Monaro Regional Council
- Snowy Valleys Council
- Tamworth Regional Council
- Temora Shire Council
- Tenterfield Shire Council

- The Council of the Municipality of Kiama
- Tweed Shire Council
- Upper Hunter Shire Council
- Upper Lachlan Shire Council
- Uralla Shire Council
- Wagga Wagga City Council
- Walcha Council
- Walgett Shire Council
- Warren Shire Council
- Warrumbungle Shire Council
- Weddin Shire Council
- Wentworth Shire Council
- Wingecarribee Shire Council
- Yass Valley Council

Attachment B – NSW Government Logo

Various colours and file formats of the “Proudly supported by NSW Government Logo” can be found within this folder:

<https://www.dropbox.com/sh/6wewt1i1t2cmq1e/AADV5nvQO-Ff085KGJSFCwPza?dl=0>