

Youth Opportunities

Frequently Asked Questions 'FAQs'

2023

www.nsw.gov.au/grants-and-funding/youth-opportunities-program



Youth Opportunities Program

The Youth Opportunities program provides one-off, time-limited grants of between \$10,000 and \$50,000 to non-government organisations and local government councils in NSW. Funding is for *new* projects that enable marginalised young people to lead and participate in their communities.

The Youth Opportunities program requires applicant organisations to have spoken with marginalised young people and involved them in developing the project proposal prior to submitting a grant application.

FAQ topics

These FAQs are intended to accompany the Youth Opportunities Program Guidelines. Questions and answers below are grouped in the below topics. Please make sure you also read the Program Guidelines for more detailed information about the Program.

- [Overview of the program](#)
 - [What can and can't grant funds be used for](#)
 - [Assessment Criteria](#)
 - [How to apply](#)
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Overview of the Program

Q: What is the Youth Opportunities Program?

A: The Program provides time-limited grants for **new** projects which enable marginalised young people to lead and participate in their communities.

The Program is based on the principles of:

- Partnering with marginalised young people
- Building marginalised young people's knowledge and skills to support future social and economic participation
- Developing marginalised young people's community based networks.

The Program uses a partnership approach, where adults and young people collaborate on all aspects of group decision making, from visioning, planning, delivery and evaluation.

Q: What are the objectives of the Program?

A: Projects are required to meet the following **objectives**:

1. Partner with marginalised young people to deliver a youth-led and youth-driven community project.
2. Improve marginalised young people's access to and inclusion in community activities such as sport and recreation, cultural and other activities.
3. Provide marginalised young people with knowledge and skills to strengthen their ability to participate in their local community and support future social and economic participation.
4. Recognise the contributions marginalised young people make to their local community.

Q: What is the Program target group?

A: The Program is targeted to marginalised young people aged 12 to 24 who are transitioning from childhood to adulthood and from dependence to independence.

Young people who face marginalisation may include but are not limited to young people transitioning from Out of Home Care, young people experiencing homelessness, young people from low socio-economic backgrounds, young people with a disability, young carers, or young people in contact with the justice system.

Note: projects do not need to cater to all ages. Please consider keeping age groups close in range.

Q: What kind of organisations are eligible to apply?

A: Applications are invited from:

- incorporated not-for-profit community organisations, and
- NSW local council operating under the Local Government Act 1993.

Note: for the purposes of this grant program, organisations deemed to be ‘incorporated not-for-profit community organisations’ include:

- incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
- not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
- associations (registered under the Associations Incorporation Act 2009 with NSW Fair Trading)
- NSW Local Aboriginal Land Councils
- religious organisations operating in NSW
- NSW non-government organisations established under an Act of Parliament.

* During the application assessment process, checks will be conducted to confirm the eligibility of organisations. If you are unsure of your incorporation status, you can call NSW Fair Trading on 1800 502 042. Your organisation must be incorporated to be eligible for funding from the Youth Opportunities program.

Q: Are there any other eligibility requirements?

A: The following are mandatory program requirements:

- all applicants must have a minimum of \$10 million Public Liability Insurance
- all applicants must address the NSW National Redress Scheme sanctions
- all funded projects must adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the NSW Government COVID-19 website.

Q: How much funding is available?

A: Up to \$1.5 million is available for grants between \$10,000 and \$50,000 each, to deliver *Youth Opportunities* projects.

Q: What sort of projects can be funded?

A: The program seeks to fund projects that address issues that are important to marginalised young people. Applicants are to make sure they engage marginalised young people in the initial ‘*Identifying the need*’ stage of the project to ensure the project is responsive to their needs..

Project themes have been suggested based on what young people have told the government and other organisations about what is important to them:

- Community inclusion and participation
- COVID-19 recovery
- Cultural identity and connection
- Cyber safety and awareness
- Domestic and family violence
- Healthy relationships
- Financial literacy (budgeting, rent, phone, contracts, fines)
- Health and wellbeing
- Homelessness/housing
- Natural disasters (preparedness, resilience and recovery)

Projects may seek to address one of these issues or they may address other issues raised by marginalised young people, which they consider important in their local communities.

Q: Can an organisation submit more than one application?

A: Organisations may submit multiple applications for different (*new*) projects, but not multiple applications of the same project in different delivery areas.

What can and can't grant funds be used for

Q: What can we use the grant funds for?

A: Funds can only be used for expenses/activities directly associated with the project. The application must clearly outline your proposed expenditure in the budget you submit with your application.

Note: the following funding limits apply to all applications:

- a reasonable portion of the budget can be used for project coordination
- up to 10% of the budget can be used for minor administration costs (promotion, marketing, printing, stationary, postage, external book keeping fees if required)
- up to 15% of the budget can be used to purchase minor equipment (applicants must demonstrate the need for these purchases in their application)
- up to 10% of the budget can be used for catering

Q: What are we not allowed to spend grant funding on?

A: Organisations must not use the money provided for the project, nor any interest earned on the money, for any other purpose beyond what is specified in the approved project description.

Items or activities that funding cannot be used for include:

- any activity of a commercial nature that is for profit
- interstate or overseas travel, scholarships and/or conference attendance
- case-management or counselling services for young people
- business as usual costs or general operating expenses such as rent, insurance, electricity, water, rates or the running of other programs within the organisation
- costs that are not directly associated with the implementation or delivery of the project
- capital works (e.g. establishing or refurbishing a youth center)
- large equipment purchases (e.g. vehicles)
- existing projects/programs

- projects that deliver outcomes under the school curriculum. Projects that intend on using school grounds or school facilities, cannot be run as part of the school curriculum or other areas of school responsibility
- projects/programs that have already been implemented at the time of application, after application or prior to contracting. Funding cannot be used to reimburse retrospective project delivery
- religious festivals, rituals, events or promotions (except multi-faith events which involve young people from more than one religion)

Q: Does my organisation require an ABN?

A: It is preferable, however if your organisation does not hold an ABN but is incorporated, you can still apply for funding. If successful, you will be required to provide a Statement by a Supplier form (visit www.ato.gov.au) to receive payment of the grant funds.

Q: Should my grant request include GST?

A: Your funding request should include any GST that you will be charged by contractors or suppliers as part of the cost of delivery. This GST is part of your project expenses.

If your application is successful and your organisation's ABN is registered for GST, you will be paid GST on top of the approved grant amount, this is the GST you are obligated to charge and collect on behalf of the Australian Tax Office (ATO).

If your organisation's ABN is not registered for GST or you do not have an ABN, you will only be paid the approved grant amount.

Assessment Criteria

Q: What are the assessment criteria?

A: Each application is assessed against the following criteria:

1. The project demonstrates that marginalised young people have had and will have meaningful input at every stage of the project (identifying the need, planning and design, delivery, final review and recognition) - the project is youth-led and youth-driven.
2. The project improves marginalised young people's access to and inclusion in community activities such as sport and recreation, cultural and other activities.
3. The project provides marginalised young people with knowledge and skills to strengthen their ability to participate in their local community and support future social and economic participation.
4. The project recognises the contributions marginalised young people make to their local communities.
5. The project clearly demonstrates substantial benefits to young people compared with the total cost of the project - the project represents good value for money.

How to apply

Q: How do I access the application form?

A: Applications are accessed and submitted via the SmartyGrants website. You can access the applications form [here](#). You will need to login or create a login if you are new to the system.

Q: Can I review the application form before starting my application?

A: Yes, when you log in to SmartyGrants and view the application you can also choose to download it as a PDF. You can also preview the form online. Please note that PDF copies of application forms do not show which questions are conditional, so you may see questions that do not apply to your organisation.

Q: Do I need to finish the application in one go?

A: No, applications can be saved and revisited as many times as you like.

Q: Will late applications be accepted?

A: No. The online system will not accept applications submitted after 5pm AEST on the advertised closing date.

Q: How can I confirm that my application has been submitted?

A: Once you click submit, you will receive a confirmation email containing a PDF copy of your application. Please check that you receive this email and retain it as a record of your application.

If you do not receive a confirmation email, your application may not have been successfully submitted, or the confirmation email has ended up in your junk mailbox. You can log into SmartyGrants and click 'My Submissions' to view all submitted and un-submitted applications. A green tick identifies submitted applications.

Q: Can I provide letters of support or references to support my application?

A: No, only your application form on SmartyGrants will be considered.

Q: Is there support available to help me apply or answer questions?

A: The Youth Opportunities program team can assist organisations with queries regarding the application process. Organisations can contact the Team at youth@facsnsw.gov.au. Please quote your Application ID in all correspondence.

If you are not familiar with SmartyGrants, please refer to the SmartyGrants [Help Guide for Applicants](#). You can also contact SmartyGrants directly if you are having technical difficulties with the application form or your SmartyGrants account/password. For technical support email service@smartygrants.com.au.

After applications close

Q: What happens after applications close?

A: A three stage assessment process commences. Applications are reviewed for eligibility and then subject to a merit based assessment against selection criteria. All applicants will be notified in writing the outcome of their application. An email will be sent to the nominated organisation contact listed in the application form. It is the applicants responsibility to ensure all contact details correct and up to date.

Q: How are applications assessed?

A: an independent assessment panel assesses Applications. For more information regarding the assessment process, please refer to the [Program Guidelines](#).

Q: What happens if my application is successful?

A: Successful applicants will enter into a Grant Agreement with the Department of Communities and Justice. All initial correspondence is done through the nominated organisation contact listed in the application form and then through the nominated project contact. If successful, the Youth Opportunities program team will notify you of what is required during the contracting and payment process.

Q: What information about my project will be disclosed?

A: Should the project be successful, the following information will be made public; the name of the applicant, project title, project description, location of the project and the amount awarded to the project. These terms are part of the Declaration Agreement you must sign at the end of the application form and if successful will form part of the Grant Agreement.

Q: Why was my application not successful?

A: The Youth Opportunities program receives a high volume of applications. Many worthwhile applications are submitted, however funding is limited and not all applications are successful. Due to the high volume of applications, we are unable to provide individual feedback on each unsuccessful application. If your application is not successful, it does not mean your application lacks merit. The Youth Opportunities program is a highly competitive grant program. There are no appeals under the Youth Opportunities program.

Q: Who can I contact if I have any questions?

A: Email questions to youth@facs.nsw.gov.au

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10 Darcy Street
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Parramatta NSW 2124

Office hours:
Monday to Friday
9.00am – 5.00pm

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