



Government of **Western Australia**  
Department for **Communities**

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# YOUTH DEVELOPMENT HOLIDAY PROGRAM

## GRANTS UP TO \$2,000

### Guidelines and Application Form

### APRIL / JULY 2009 SCHOOL HOLIDAYS

Close Date: **5:00PM THURSDAY 15 JANUARY 2009**

Please note, applications for funding must be made using the prescribed application form available for each advertised round from the Department for Communities. A separate application form must be completed for each holiday period. Completed application forms must be forwarded to the relevant local office. Late applications will not be accepted.

#### FOR FURTHER INFORMATION

Telephone	08 6217 8400
Facsimile	08 9481 3074
Email	<a href="mailto:youngpeople@communities.wa.gov.au">youngpeople@communities.wa.gov.au</a>
Website	<a href="http://www.communities.wa.gov.au">www.communities.wa.gov.au</a>

Any application which is not submitted in full before the closing time will be excluded from consideration, unless the applicant can provide conclusive evidence of mishandling of the submission. For the purposes of this condition, mishandling will only have occurred where in the case of submission of the application by hand or by post, the application was received by the Department prior to the closing time but the application was not registered by the Department by the closing time. **Please note that applications postmarked on or prior to the closing date, but received after that date, will not be accepted.**

## INTRODUCTION

The Youth Development Holiday Program provides funding to enable activities to be provided by community organisations for **young people of secondary school age only** during the school holiday periods.

## PURPOSE AND OBJECTIVES

The program has been designed to provide opportunities for young people of secondary school age to reinforce positive behaviour, enhance self-esteem and improve personal development. The program is delivered through a range of physically and mentally stimulating activities that provide challenges for young people in a supportive, social environment. **Applicants must show a demonstrated link between the activity and the program's outcome objectives.**

### Outcome Objectives:

- ❖ To improve the self esteem of young people of secondary school age through involvement in activities.
- ❖ To improve young people's personal development through active participation in appropriate activities during the school holiday period.
- ❖ To reinforce young people's positive behaviour.
- ❖ To encourage young people to participate in positive leisure and recreational activities during school holiday periods.
- ❖ For young people to report an improvement in their self-esteem.

### Output Measures:

- ❖ The number of young people of secondary school age participating in activities.
- ❖ The total and average number of attendances each day.
- ❖ The number of young people of secondary school age who indicate their satisfaction with the activities.
- ❖ The number and type of activities offered.

*Activities funded through the Youth Development Holiday Program could include:*

### Activities:

- ❖ Physically challenging - eg, sports, gymnastics, etc
- ❖ Mentally challenging - eg, workshops on relevant issues such as why young people indulge in substance abuse, motor vehicle safety, and relationships with family and friends.
- ❖ Discussion groups - on socially acceptable behaviours.
- ❖ Activities that provide the opportunity for risk taking behaviour in safety to create physical, mental and moral challenges, (eg rock climbing/abseiling, mountain bike touring, horse riding, fishing, bushwalking, ice skating and camps) and those which promote team building and leadership skills.

Activities may be conducted over the entire holiday period or for a few days. Any combination of different activities will be considered. Camps may be conducted to achieve these outcomes.

## WHO CAN APPLY?

Not-for-profit organisations, religious/charitable organisations, public companies limited by guarantee and local government authorities are eligible to apply. To get funding, applicants will need to be **an incorporated, not-for-profit organisation**. If not, you will need to have the support of an incorporated, not-for-profit organisation or local government authority.

The following **are not** eligible to apply for grant funding under the Youth Development Holiday Program:

- ❖ Organisations that have outstanding acquittals and/or evaluations from previous Department for Communities program funding.
- ❖ Federal and State Government agencies.
- ❖ Individuals.
- ❖ Commercial for-profit organisations.

## Working with Children (WWC) Check

Organisations applying for funding are required to comply with the Working with Children Check Act 2004. The Working with Children Check is a national criminal record check that is compulsory for people who carry out child related work in Western Australia. For more information about the WWC Check and when to apply, please visit [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au) or call 6217 8100 or 1800 883 979.

## ASSESSMENT CRITERIA

It is encouraged that applications demonstrate that the proposed programs target disadvantaged young people of secondary school age only. Grants up to a maximum of \$2,000 for each school holiday period are available to subsidise the cost of running holiday activities.

The grant may be used as a contribution toward the following program costs:

- ❖ coordinator's wages
- ❖ hire of venue
- ❖ equipment rental and materials
- ❖ transport costs
- ❖ entrance fees
- ❖ instructor's fees
- ❖ insurance
- ❖ miscellaneous expenses

The maximum grant available for each holiday period is \$2,000, however, applicants should be aware that although their application may be successful they may not receive the full amount requested. Applicants are advised to consider other ways to supplement funding for proposed activities. Priority will be given to new initiatives and projects which have not been funded by the Department for Communities before.

## WHAT WILL NOT BE FUNDED

- ❖ Retrospective funding will not be made available.
- ❖ Interstate and overseas travel to sporting and cultural events or activities conducted outside of the school holiday period.
- ❖ Purchase of capital equipment or infrastructure (eg IT equipment, furniture, etc.)
- ❖ Applications where there is no demonstrated link between the activity and the Youth Development Holiday Program outcome objectives

## ADVERTISING

Funding is advertised and assessed twice annually for the school holiday periods October/January and April/July.

Applications for funding must be made using the prescribed application form available for each advertised round from the Department for Communities. **A separate application form must be completed for each holiday period.** Completed application forms must be forwarded to the Department for Communities. **Please note that applications postmarked on or prior to the closing date, but received after that date, will not be accepted.**

## STEPS IN THE FUNDING PROCESS

### Step 1

Contact the Non-Government Funding Unit, Department for Communities to discuss your project idea and confirm it falls within the guidelines.  
Telephone: (08) 6217 8400

**There is no question too big or too small!**



### Step 2

Complete the application form.



### Step 3

Submit the application by the closing date.



### Step 4

Applications are considered by the Assessment Committee which makes recommendations to the Minister for Community Services for approval.



### Step 5

Applicants are notified of the outcome.



### Step 6

Funds are distributed to successful applicants.



### Step 7

You run your project!



### Step 8

Complete an evaluation and acquittal report and submit it to the [Department for Communities](#)

(An acquittal is a report to provide feedback on your project and confirmation of how the Grant was spent.)

## For further information

If you require further information about the Youth Development Holiday Program or assistance in completing an application form, please contact:

Non-Government Funding Unit

**Department for Communities**

Level 7, Dumas House

2 Havelock Street

WEST PERTH WA 6005

**Telephone: (08) 6217 8400**

**Freecall: 1800 281 116**

Facsimile: (08) 9481 3074

Website: [www.communities.wa.gov.au](http://www.communities.wa.gov.au)