

FReeZA 2022–2024 program

Grant guidelines



Message from the Minister



I am pleased to announce that applications are now open for the FReeZA 2022–2024 program.

FReeZA demonstrates the importance that the Victorian Government places on supporting young people to realise their full potential and be recognised as highly valued members of their local community. Each year, local FReeZA committees filled with talented young people stage over 400 events, with more than 150,000 young people taking part across Victoria.

First established in 1997, FReeZA has made a significant contribution to Victoria’s renowned music and creative arts sectors. In local communities across the state, you will find musicians, event managers and production technicians who started their journey through the FReeZA program.

To ensure FReeZA continues to meet the needs of Victoria’s young people and reflects Victoria’s contemporary music and creative arts scene, the program has been strengthened in 2022–2024 to enable even more young people to participate in FReeZA and attend high-quality, industry-standard events.

The Victorian Government is also committing increased funding of \$10.2 million over three years to deliver FReeZA 2022–2024, with up to \$106,500 available for regional providers and \$105,000 available for metropolitan providers. The record budget will help to meet the increased costs of event delivery.

Through FReeZA, we will fund organisations to stage a range of music, cultural and recreational events – including live music events and festivals, skate and BMX competitions, art and cultural events, hip hop showcases and community festivals.

FReeZA will also support young people to develop a range of practical skills – from sound and lighting production and event management to first aid and risk assessment. In addition, FReeZA will play an important role within the music and creative industries by providing performance opportunities for the next generation of young musicians and emerging artists.

I am also proud to announce that we will continue our longstanding partnership with The Push to deliver expert industry advice, support, and training to FReeZA providers and young people, further enabling them to plan and participate in events in their local community.

I encourage local governments and community organisations across Victoria to apply for funding and look forward to seeing the innovative and creative events staged through FReeZA 2022–2024.

A handwritten signature in black ink, appearing to be 'RS', followed by a small flourish.

The Hon. Ros Spence MP
Minister for Youth

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Program overview

The Victorian Government is committed to supporting young people to realise their full potential by providing access to programs that focus on improving skills, career pathways and community engagement.

FReeZA 2022–2024 offers three-year funding for community organisations and local governments to deliver safe, youth-friendly events for young Victorians aged 12 to 25. Service delivery will take place between 1 January 2022 and 31 December 2024.

Through initiatives such as FReeZA, young people take a central role in staging events that not only showcase their skills and talents, but also celebrate and recognise the important contribution they make to the cultural life of the local community.

The FReeZA program is based on a youth participation model where young people lead the planning, development and delivery of music, cultural and recreational events in their local community. FReeZA events are diverse and reflect the needs and interests of young people in their local area. Beyond staging events that reflect the local youth culture, the program also provides important performance opportunities for local musicians and young emerging artists.

Through their participation in FReeZA 2022–2024, young people will be:

- ▶ involved in the decision-making process in all aspects of the FReeZA program
- ▶ supported to play an active leadership role in their local community by staging FReeZA events that meet the needs and interests of young people
- ▶ provided with training, mentoring and performance opportunities that supports the development of career pathways in the music and creative arts industries
- ▶ supported to establish connections with local businesses, schools, and other community organisations in the staging of FReeZA events
- ▶ recognised and celebrated for their volunteering contributions to the local community.

Applications close at 11.59 pm on 29 October 2021.

This is a competitive grant round. Not all applicants will be successful and successful applicants may not receive the full funding amount requested.

Funding categories

FReeZA 2022–2024 will provide grants to organisations to deliver between 9 and 18 events over three years in their local community. The level of funding offered to organisations will be based on their capacity to meet the following performance targets:

Three-year performance targets – regional providers

Funding	Events	Attendance	Committee participation
\$53,250	9 events	1,500	36
\$88,650	15 events	3,600	36
\$106,500	18 events	4,575	36

Three-year performance targets – metropolitan providers

Funding	Events	Attendance	Committee participation
\$52,500	9 events	2,400	36
\$87,500	15 events	5,400	36
\$105,000	18 events	6,975	36

Program eligibility

Local government and community organisations based in Victoria may apply, provided that:

- ▶ the applicant is a legal entity, such as a not-for-profit incorporated body, co-operative, or association
- ▶ the recipient has an Australian Business Number (ABN) or provides written advice from the Australian Tax Office that withholding tax is not required from the grant payment. Grants to organisations not registered for Goods and Services Tax (GST) may be made on a GST exclusive basis. All project budgets should be submitted exclusive of GST
- ▶ the FReeZA 2022–2024 program is going to be delivered within Victoria.

Program delivery requirements

Organisations applying for funding will be required to deliver several key activities as part of FReeZA 2022–2024, including to:

- ▶ establish a FReeZA committee of young people between the ages of 12 and 25 to lead the planning and staging of events in their local community
- ▶ deliver a diverse range of music, cultural or recreational events that is reflective of the interests of young people in the local community
- ▶ provide training and skill development activities that supports young people to successfully stage FReeZA events
- ▶ implement strategies to ensure the FReeZA program is inclusive and accessible to all young people in the local community. This includes young people identifying as LGBTIQ+, culturally and linguistically diverse young people including from newly arrived and refugee communities, Aboriginal young people and young people living with a disability.

FReeZA 2022–2024 will not fund:

- ▶ activities that are funded by other Victorian Government departments
- ▶ organisations that have failed to complete any previous projects funded by the Office for Youth, without demonstrating sufficient cause
- ▶ primarily commercial organisations or bodies established for profit-making purposes
- ▶ funding for building or building restoration work
- ▶ significant funding for equipment that the project does not require for its ongoing life.

Conditions of funding

The conditions that will apply to projects receiving a grant include that:

- ▶ the grant recipient must enter into a Common Funding Agreement with the Department of Families, Fairness and Housing that sets out the conditions, reporting requirements and contractual targets
- ▶ the project must commence from January 2022
- ▶ funds must be spent on the project as described in the Funding Agreement and any unspent funds must be returned to the Department of Families, Fairness and Housing
- ▶ any variation to the approved project must be submitted to the Department of Families, Fairness and Housing for approval prior to implementation
- ▶ a youth worker (or other suitability qualified individual) must be available to support young people's participation in the planning and staging of events and other activities delivered through the FReeZA program
- ▶ all events are drug, alcohol and smoke-free, fully supervised and no pass-outs issued
- ▶ events are attended by:
 - fully qualified first aid officer/s
 - security personnel who are registered in accordance with the *Private Agents Act 1966*
 - a youth worker with drug and alcohol training to provide advice and support to young people
- ▶ Working with Children Checks must be undertaken for staff and people aged 18 and over who come into direct and unsupervised contact with young people participating in the FReeZA program
- ▶ the grant recipient must have appropriate policies and processes in place to comply with the Victorian Child Safe Standards <www.ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards>, including changes that come into effect from 1 July 2022
- ▶ complete a Workplace Gender Audit Survey as part of a pilot program being conducted by the Commission for Gender Equality in the Public Sector to assess the state of gender inequality in organisations receiving Victorian Government funding. This survey is anonymous and will not impact on current or future grant funding awarded by the Victorian Government to your organisation
- ▶ the grant recipient must have at least \$10 million Public Liability Insurance to cover all aspects of the FReeZA program
- ▶ all activities funded under FReeZA 2022–2024 must comply with current Victorian Government coronavirus (COVID-19) public health directions.

COVIDSafe settings

For more information on current health advice, including the staging of public events, visit these websites:

- ▶ Victoria's restriction levels <www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>
- ▶ COVIDSafe settings <www.coronavirus.vic.gov.au/coronavirus-covidsafe-settings>
- ▶ Staging public events <www.coronavirus.vic.gov.au/public-events>

Assessment

Applications will be assessed based on the responses to questions in the four evaluation criteria. In your response, please ensure you address all questions listed in each of the four sections: Program overview, Program delivery, Youth participation and engagement, and Partners and governance.

Please limit your response for each question to 500 words or less.

1. Program overview (20 per cent)

- (a) Provide an overview of your proposed FReeZA program – including the aims, objectives, and benefits for young people.
- (b) Describe the local needs for the FReeZA program in your community – use statistics, data and consultations conducted with young people.
- (c) Outline how you will support the implementation of the Victorian Child Safe Standards to ensure that young people can safely participate in the FReeZA program.
- (d) Outline the evaluation processes you will establish to improve the delivery of the FReeZA program, including strategies to measure outcomes from FReeZA events and young people's participation on the FReeZA committee.

2. Program delivery (30 per cent)

- (a) Provide an overview of the range and types of youth-led FReeZA events that you will stage.
- (b) Outline the key event management practices you will implement in staging a FReeZA event. Include pre-event planning, marketing and promotion, technical production and other event logistics.
- (c) What risk management processes will you establish to ensure the safety of young people at FReeZA events?

- (d) What youth development and training activities will you provide for young people participating in the FReeZA committee?
- (e) Describe how you will support young people to develop career pathways in the music and creative arts, including specialist training, mentoring and referrals to internships, employment, or other local volunteering opportunities.

3. Youth participation and engagement (30 per cent)

- (a) What strategies will you put in place to recruit and retain young people on your FReeZA committee?
- (b) Describe how you will support young people to actively lead in the planning and delivery of FReeZA events. List the key roles or activities that young people will undertake.
- (c) Describe how you will reward and recognise young people for their volunteering contribution to the FReeZA program.
- (d) Outline the strategies you will implement so that your FReeZA committee and FReeZA events are inclusive and accessible to all young people (including those identifying as LGBTIQ+, newly arrived and refugee, Aboriginal and living with a disability).

4. Partners and governance (20 per cent)

- (a) Who are the key partners in your community that will support the delivery of the FReeZA program?
- (b) Describe the role that each of these partners will play.
- (c) What governance or management processes will your organisation establish to ensure the FReeZA program is delivered to a high standard, meeting all key accountabilities and reporting requirements?

How to apply

Step 1: Read these guidelines to find out if your organisation and project are eligible.

Step 2: Consider how your project meets the assessment criteria. Attend an information session – for details visit the FReeZA program website <www.youthcentral.vic.gov.au/get-involved/youth-programs-and-events/freeza-program>

Step 3: Complete and submit your application using the FReeZA 2022–2024 program application form <<https://dpc1.force.com/publicform/fza2224gpmed>> by **11.59 pm on Friday 29 October 2021** to the Department of Families, Fairness and Housing.

No applications will be accepted after the closing date.

Further assistance

If you wish to discuss your application for the FReeZA 2022–2024 program, or you have difficulties in applying, please email the Office for Youth <freezagrants@dffh.vic.gov.au> or telephone 03 9595 2530 on weekdays between 9.00 am and 5.00 pm.

To receive this document in another format, phone 1300 366 356, using the National Relay Service 13 36 77 if required, or email the Office for Youth <youth@dffh.vic.gov.au>

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In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people.

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