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| Marram Nganyin Aboriginal Youth Mentoring Program 2022–2023  Application form |
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| Key dates | * Applications open 6 October 2021 * Applications close at 11.59 pm on 2 November 2021 * Activities to be delivered between 1 January 2022 and 30 June 2023 |

# Introduction

Please read the Marram Nganyin Aboriginal Youth Mentoring Program 2022–2023 grant guidelines before completing this application form.

This application form is used to apply for funding to the Office for Youth, Department of Families, Fairness and Housing (DFFH).

If you have questions about completing this application form, [email the Marram Nganyin Aboriginal Youth Mentoring Program](mailto:email%20the%20Marram%20Nganyin%20Aboriginal%20Youth%20Mentoring%20Program) <aymp@dffh.vic.gov.au> or call 03 9595 2699 or 03 9500 6828.

# Funding is discretionary

The assessment of this application and any decision to approve funding is a decision for the State of Victoria in its absolute discretion.

All decisions of the State of Victoria in relation to a funding application and the assessment process are final. In particular:

* the State of Victoria may treat an application as invalid and not consider it if it is received late, it is incomplete, it is not reasonably able to be understood, or it does not comply with these guidelines
* the State of Victoria may request that an applicant confirm the details in their application (including by requesting that an applicant prove their identity and place of residence)
* the submission of an application does not guarantee funding and a successful applicant may not be granted the amount of funding they requested
* the State of Victoria may extend, cancel or amend the process for applying for funding at any time, without an applicant’s consent.

The State of Victoria will not negotiate on its decision in relation to funding applications or the conditions of any funding that is granted.

# The State of Victoria is not liable for claims arising from an application

The State of Victoria will not be liable for:

* any action or claim that an applicant might bring in relation to an application for funding or its assessment
* any loss or damage, including indirect and economic loss, which an applicant might suffer in the course of applying for or accepting the provision of funding
* any personal injury suffered in the course of applying for or accepting the provision of funding.

The above does not apply to any liability that the law does not allow the State of Victoria to exclude.

Applicants must pay all costs associated with their application. The State of Victoria will not be responsible for paying any of those costs.

# There is no binding agreement

No binding agreement, legal relationship or other understanding for the supply of funding will exist between the State of Victoria and any applicant, unless and until they have signed a formal written funding agreement.

# Eligibility

**You must answer ‘yes’ to at least one of points 1-3 to be eligible for these grants. Mark ‘No’ or ‘Yes’ with an ‘X’.**

|  |  |  |
| --- | --- | --- |
| Are you: | No | Yes |
| 1. An Aboriginal community-controlled organisation |  |  |
| 1. An Aboriginal organisation |  |  |
| 1. An Aboriginal-led community, not-for-profit or peak community body based in Victoria |  |  |

**You must answer ‘yes’ to points 4 and 5 to be eligible for these grants. Mark ‘No’ or ‘Yes’ with an ‘X’.**

| Question | No | Yes |
| --- | --- | --- |
| 1. Is your organisation an incorporated legal entity under the Associations Incorporation Reform Act 2012(Vic), a company under the Corporations Act 2001 (Cth), or a similar type of organisation? |  |  |
| 1. Do you have a current Australian Business Number (ABN)? |  |  |
| 1. Do you have sufficient Public Liability Insurance to cover all aspects of the program? |  |  |

**You must answer ‘no’ to point 7 to be eligible for these grants. Mark ‘No’ or ‘Yes’ with an ‘X’.**

| Question | No | Yes |
| --- | --- | --- |
| 1. Do you have any overdue deliverables from other grants with the Victorian Government? If you wish to check if your organisation is up to date with accountability reports, please email [Community Grants](mailto:Community.Grants@dpc.vic.gov.au) <Community.Grants@dpc.vic.gov.au> |  |  |
| 1. Are you currently funded through the Marram Nganyin Aboriginal Youth Mentoring Program? |  |  |

# Organisation details

To complete this section, your organisation’s official details can be checked here:

* For an incorporated association, visit [Consumer Affairs Victoria](https://www.consumer.vic.gov.au/) <www.consumer.vic.gov.au>
* For a company limited by guarantee, visit [Australian Securities and Investments Commission Connect](https://connectonline.asic.gov.au/RegistrySearch/faces/landing/SearchRegisters.jspx?_adf.ctrl-state=h2ip74tey_4) <www.connectonline.asic.gov.au>
* To check your ABN, visit the [Australian Business Register](https://www.abr.business.gov.au/) <www.abr.business.gov.au>

|  |  |
| --- | --- |
| Name of organisation: |  |
| Organisation web address (if available): |  |
| Organisation Australian Business Number (ABN): |  |
| Incorporation number or Australian Company Number (ACN), or similar details: |  |
| Organisation street address: |  |
| Town/suburb: |  |
| State: |  |
| Postcode: |  |
| Local government area (council): |  |
| Is the postal address the same as the street address?  If ‘Yes’ please write ‘Yes’. If ‘No’ please complete organisational postal address below) |  |

## Organisational postal address (do not complete if same as street address)

|  |  |
| --- | --- |
| Postal address: |  |
| Town/suburb: |  |
| State: |  |
| Postcode: |  |

# Contact details

|  |  |
| --- | --- |
| Title: |  |
| First name: |  |
| Last name: |  |
| Position: |  |
| Telephone: |  |
| Email: |  |

# Activity details

|  |  |
| --- | --- |
| Activity name: |  |
| Local government areas (councils) where the program will be delivered: |  |
| Activity start date: |  |
| Activity end date: |  |

# Assessment criteria

**All questions are to be completed.**

## Selection criteria 1: Program overview (30%)

|  |  |
| --- | --- |
| 1. Provide an overview of your proposed mentoring program, including the aims, objectives and target cohorts of young people. |  |
| 1. Describe the local needs for the program in your community and the benefits of your program for young people, using statistics, data and consultations conducted with Aboriginal young people. |  |
| 1. Outline how you will implement the [Victorian Child Safe Standards](https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/) <[www.providers.dffh.vic.gov.au/child-safe-standards](http://www.providers.dffh.vic.gov.au/child-safe-standards)> to ensure that young people can safely participate in your program. |  |
| 1. Outline the evaluation processes you will establish to improve the delivery of the program, including strategies to measure outcomes from Aboriginal young people’s participation in activities delivered through your program. |  |

## Selection criteria 2: Program delivery (50%)

|  |  |
| --- | --- |
| 1. Describe your mentoring model, including who the program mentors will be and their roles. This may include program staff, Aboriginal Elders and community members. |  |
| 1. Describe how local young people have been included and consulted in the development of this application and on the proposed mentoring model outlined in the Marram Nganyin Aboriginal Youth Mentoring Program 2022-2023 Grant guidelines. |  |
| 1. Describe how your program will support young people’s social and emotional wellbeing. |  |
| 1. Describe how your program will support young people’s connection to identity, culture and spirituality. |  |
| 1. Describe how your program will provide pathways for young people into education, training and employment. |  |
| 1. Describe how your program will address any of the optional program areas of:    1. individual talents and leadership    2. youth justice and crime prevention    3. out-of-home care. |  |
| 1. Describe how you will support and involve young people in the design, delivery and evaluation of your program. |  |
| 1. Describe how you will reward and recognise young people for their contribution to the program. |  |

## Selection criteria 3: Partners and governance (20%)

|  |  |
| --- | --- |
| 1. Who are the key partners in your community that will support the delivery of your program? |  |
| 1. Describe the role that each of these partners will play. |  |
| 1. What governance or management processes will your organisation establish to ensure that your program is delivered to a high standard, meeting all key accountabilities and reporting requirements? |  |
| 1. **Describe how you will evaluate the impact and outcomes of your program, including:**    1. **the data you will collect and how often you will collect it**    2. **the evaluation process you will undertake, including timelines.** |  |
| 1. Detail the items to be funded. |  |

1. Provide a budget for program expenditure using the tables below.

### Income

Please note that the grant requested from DFFH and the total expenditure must be the same.

|  |  |
| --- | --- |
| Income | Income amount |
| Aboriginal youth mentoring program 2022–2023 amount requested | $ |
| In-kind contribution (if relevant) | $ |
| Other Victorian Government funding (if relevant) | $ |
| Local government funding (if relevant) | $ |
| Commonwealth Government funding (if relevant) | $ |
| Funds from your organisation (if relevant) | $ |
| Funds from other community organisations (if relevant) | $ |
| Funds from business contributions (if relevant) | $ |
| **Total income** | **$** |

### Expenditure

Please note that the grant requested from DFFH and the total expenditure must be the same.

|  |  |
| --- | --- |
| Expenditure | Expenditure amount |
| Staffing cost | $ |
| Advertising/event promotion | $ |
| Event equipment | $ |
| Venue/meeting room hire | $ |
| Administration | $ |
| Mentoring activity costs | $ |
| Other (enter details) | $ |
| Other (enter details) | $ |
| **Total expenditure** | **$** |

# Supporting documentation

|  |  |
| --- | --- |
| If you have the following documents, please upload them to support your application. | Mark with a ‘X’ if you have included these documents |
| Organisation strategic plans, youth policies, timelines or other relevant documents/policies that have been referenced in your application for funding. |  |
| Support letters from project partners, and details of what partners will contribute to the project and the role they will play. |  |
| Copy of your Certificate of Currency for the organisation’s Public Liability Insurance. |  |

# Communication and declaration

## Use of your information

Any personal information provided will be handled in accordance with the *Privacy and Data Protection Act 2014* (Vic) and applicable privacy laws.

Enquiries about access to personal information held by DFFH should be directed by mail to the Office of the Victorian Information Commissioner, Privacy and Data Collection at PO Box 24274, Melbourne VIC 3001.

Information provided to the Office for Youth in this application form may be used to contact you about your application and assist us to assess your eligibility for funding.

If your grant application is successful, your organisation name, event description, amount awarded and duration of grant may be published or described on the Youth Central website or other Victorian Government websites or publications.

## Office for Youth mailing list

Information provided to the Office for Youth may be used by the Office for Youth or DFFH to compile mailing lists of Aboriginal organisations in Victoria for the purposes of sending notices or updates on topics of interest such as other funding opportunities, information on community consultations, policy, programs and legislative announcements. If you wish to be removed from this mailing list, please [email the Office for Youth](mailto:youth@dffh.vic.gov.au) <youth@dffh.vic.gov.au>

## Sharing of your information

Information provided to the Office for Youth may be shared with other government departments, ministerial offices and members of Parliament for the purposes of sending notices or updates on topics of interest such as other funding opportunities, information on community consultations, policy, programs and legislative announcements. If you do not wish for your details to be shared with other Victorian government departments, ministerial offices and Members of Parliament, please [email the Office for Youth](mailto:youth@dffh.vic.gov.au) <[youth@dffh.vic.gov.au](mailto:youth@dffh.vic.gov.au)>.

# Declaration

* I state that the information in this application and attachments is, to the best of my knowledge, true and correct. I will notify the Office for Youth of any changes to this information and any circumstances that may affect this application.
* I state that the applicant organisation has acquitted all previous grants and provided relevant reports.
* I acknowledge that this application may be referred to external experts or other government departments for assessment, reporting, advice, comment, or for discussions regarding alternative or collaborative grant funding opportunities.
* I understand that the Office for Youth and DFFH are subject to the *Freedom of Information Act 1982* and that if a Freedom of Information request is made, the Office for Youth is required to comply and provide all requested information.

|  |  |
| --- | --- |
| Sign to indicate your agreement to the Declaration: |  |
| Name of organisation: |  |
| Name: |  |
| Position/role: |  |
| Date: |  |

The application is to be submitted by a person with delegated authority to apply, or with the support of a delegated authority (that is, the Chairperson, Secretary, Public Officer or Treasurer).

Applications are due by **11.59 pm on Tuesday 2 November 2021** to the Department of Families, Fairness and Housing. No applications will be accepted after the closing date.

Please submit your completed application form via [email to the Marram Nganyin Aboriginal Youth Mentoring Program](mailto:aymp@dffh.vic.gov.au) <aymp@dffh.vic.gov.au>.

To receive this form in another format, phone 1300 366 356, using the National Relay Service 13 36 77 if required, or [email to the Marram Nganyin Aboriginal Youth Mentoring Program](mailto:aymp@dffh.vic.gov.au) <aymp@dffh.vic.gov.au>.

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

Available at [Youth Central – Aboriginal Youth Mentoring Program](http://www.youthcentral.vic.gov.au/get-involved/youth-programs-and-events/aboriginalyouthmentoringprogram) <[[www.youthcentral.vic.gov.au/get-involved/youth-programs-and-events/aboriginalyouthmentoringprogram](https://www.youthcentral.vic.gov.au/get-involved/youth-programs-and-events/aboriginalyouthmentoringprogram)](https://www.youthcentral.vic.gov.au/get-involved/youth-programs-and-events/aboriginalyouthmentoringprogram)>

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