



**maitland**  
city council

## YOUTH WEEK FUNDING APPLICATION 2018

- Non-profit, incorporated organisations or groups can apply for up to \$1000 to fund a 2018 National Youth Week activity or event
- Applications must address the attached 2018 Youth Week guidelines
- Activities and events must be held during National Youth Week (Friday 13 April - Sunday 22 April 2018) and target young people (aged 12-25)
- Young people must be actively involved in the planning, coordination and implementation of Youth Week activities and events



## 2018 TIMELINE FOR YOUTH WEEK APPLICATION PROCESS

November to December 2018	Youth Week engagement sessions
Wednesday 13 December 2017	First Youth Week committee meeting
Tuesday 2 January 2018	Youth Week funding round opened
Sunday 25 February 2018	Youth Week funding round closed
Wednesday 28 February 2018	2nd Youth Week committee meeting
Thursday 8 March 2018	Applicants notified of funding allocations
Friday 13 April to Sunday 22 April 2018	2017 Youth Week

Local young people in Maitland have come up with a wide variety of suggestions for Youth Week 2018 activities and events. Please note that these are suggestions only and are independent from the Youth Week guidelines.

Some of these suggestions include:

### TIMING

- Night time events are best held on Fridays and Saturdays.
- Day time events are best held on Sundays.

### ADVERTISING

- Advertising material is essential to catching young people's interest and attention in events and activities.
- Promote events and activities through social media; Facebook, Instagram, SnapChat, Twitter.
- Distribute hard copy flyers and posters through schools, TAFE and other places young people frequent (i.e. shopping centre on Thursday nights, skate parks).
- Work with schools to have young people promote youth week activities and events to their peers (i.e. announce during assembly).
- Advertise in the local paper.

### VENUES

- Combined indoor/outdoor or outdoor venues are preferred.
- Accessibility and nearby public transport options are important (in walking distance to train station).
- Venues which are easy to find and have good parking available nearby
- Cinema
- The Levee, Maitland
- Shops
- Maitland Showground

### EVENTS

Popular suggestions for Youth Week events and activities include:

- Food - free food provided, food festivals and competitions
- Family – fetes, markets, rides, slides, inflatables, scavenger hunts, lighting lanterns, movie nights
- Music – festivals, performances, talent shows, discos
- Arts – workshops, competitions, painting, graffiti art, slam poetry
- Themed events – LGBTQI, Aboriginal cultural day, camp nights, celebrity meet and greet
- Action – skate, scooter, bike, BMX, competitions or workshops, sports events



# 2018 MAITLAND YOUTH WEEK GRANT GUIDELINES

## AIMS

Thousands of young people aged 12–25 from across Australia get involved in National Youth Week each year. National Youth Week is an opportunity for young people to:

- Share ideas
- Attend live events
- Have their voices heard on issues of concern to them
- Showcase their talents
- Celebrate their contribution to the community
- Take part in competitions
- Have fun!

## OBJECTIVES

The objectives of National Youth Week 2018 are to:

- Support young people's participation in the planning and delivery of all National Youth Week activities
- Promote positive images of young people by showcasing their talents, achievements and contributions to the community
- Assist young people to express their ideas and provide opportunities to have their voices heard within the community

## WHO CAN APPLY FOR FUNDS?

2018 Maitland Youth Week grants are available to any non-profit, incorporated organisations that are working directly with young people to deliver a Youth Week event for other local young people.

## WHAT WILL NOT BE FUNDED?

- Activities which the funds have already been spent (e.g. retrospective funding, budget deficits)
- Contributions to an organisations' general operating expenses
- Events and activities that are held outside the Maitland City local government area
- Arrangements or commitments which are incompatible or inconsistent with the aim or objectives and timing of Youth Week 2018

## COLLABORATION AND PARTICIPATION OF YOUNG PEOPLE

Young people must be actively involved in the planning, coordination and implementation of Youth Week activities.

Applicants are required to provide information on how young people will be involved throughout each stage of planning and running Youth Week celebrations. Successful applicants will also be required to submit evidence of this within their evaluation and acquittal report following their event.

A great way of engaging young people is by starting with your local youth service providers, schools and youth community groups, who can assist by connecting you with local young people in Maitland.

National Youth Week events must be inclusive and accessible for all young people (12-25 years old), including those who have additional needs or face barriers in the community.

Individuals and groups thinking about submitting an

application to hold a Youth Week celebration are encouraged to consider collaborating with others. This is a great way to build partnerships and connections, share resources and workload and work together to create a successful event.

## LEGAL AND INSURANCE REQUIREMENTS

Applicants are required to provide Council with evidence of their public liability insurance (certificate of currency) on submission of their grant application.

Applicants are responsible for ensuring that they have all the necessary insurances to cover themselves for any claims that may arise from the proposed event/activity (e.g. Workers' Compensation, Volunteers Insurance etc).

Applicants are also responsible for ensuring that all workers and volunteers that are associated with the project have undergone a Working with Children Check.

If the event/activity is to take place in a Council facility or park, then the applicant is required to book the event through Council, and possibly complete a special event form. For more information, phone 4934 9700.

There is an expectation that all events will undergo a thorough risk assessment prior to and during the event.

All Youth Week activities and events must have free entry and be alcohol, smoke and drug-free.

## THE APPLICATION PROCESS

Applications must be submitted by Sunday 25 February 2018. Applicants can only submit one grant application per event. This means that multiple applicants cannot apply to run different activities at the same event.

The Maitland Youth Week Committee will assess all funding applications against the National Youth Week and Maitland City Council guidelines and decide on the distribution of funding.

The Youth Week Committee will comprise of local young people aged 12 to 25 and will be facilitated by Maitland City Council Community Planner and Maitland/Dungog Youth Development Officer.

Applicants will be informed of Youth Week funding allocations on Thursday 8 March 2018.

## PROMOTION OF ACTIVITIES/EVENTS

Promotional material developed for Youth Week 2018 events should include a 2018 National Youth Week (NYW) logo and a Maitland City Council logo. All promotional material must be sent to Maitland City Council for approval before public distribution. Drafts can be emailed to [wendell.peacock@maitland.nsw.gov.au](mailto:wendell.peacock@maitland.nsw.gov.au) for approval by Friday 23 March 2018.

## EVALUATION

Successful applicants will be required to complete a 2018 Youth Week Evaluation form for their event/activity. The evaluation form must be submitted by Friday 18 May 2018.

## MORE INFORMATION

### Contact:

Wendell Peacock  
Community Planner - Capacity Building Maitland City Council  
4934 9835  
[wendell.peacock@maitland.nsw.gov.au](mailto:wendell.peacock@maitland.nsw.gov.au)



# National Youth Week

**BE HERE. BE HEARD.**

2018 MAITLAND YOUTH WEEK GRANT APPLICATION FORM

## PART A: ORGANISATION DETAILS

Group/organisation:	
Contact Person:	
Address:	
Phone:	
Fax:	
Email:	

### Payment details

Please provide the following payment details so Council can deposit the funding into your organisations/groups account.

Name of organisation	
Address	
Account name	
Account number	
BSB number	

If the above details are left blank, if successful, your organisation/group will receive a cheque in the mail.

## PART B: PROPOSED YOUTH WEEK ACTIVITY/EVENT DETAILS

What is the name of your Youth Week activity/event?	
What date will your activity/event take place?	
What time will your activity/event take place?	
Where will your activity/event be held?	





**YOUTH WEEK APPLICATION FORMS MUST BE SUBMITTED WITH A COPY OF ORGANISATIONS/GROUPS PUBLIC LIABILITY INSURANCE BY SUNDAY 25 FEBRUARY 2018.**

## **SUBMIT YOUR APPLICATION**

Please finalise the grant application by completing the below agreement checklist prior to submitting your grant application;

- This is the only grant application being submitted for this event.
- More than one application form cannot be accepted for the same event. If more than one application has been prepared for this event, please speak with the other event organisers prior to submitting your application, to combine your activities or determine which form will be submitted.
- This application indicates how young people are directly involved in the planning, coordination, implementation and evaluation of the Youth Week celebration.
- The Maitland Youth Week Grant Application has been complete and is being submitted via email, mail or fax, with an attached a copy of the organisation / group Public Liability Insurance - Certificate of Currency by the close date - Sunday 25 February 2017.

**Click submit to email**

### **FAX, POST OR DELIVER TO:**

**Wendell Peacock**

**Community Planner - Capacity Building**

### **STREET ADDRESS**

Maitland City Council  
285 - 287 High Street, Maitland

### **POSTAL ADDRESS**

Maitland City Council  
PO Box 220, Maitland, 2320

t 02 4934 9835

f 02 4933 6091

wendell.peacock@maitland.nsw.gov.au

