



Youth Opportunities Program 2017-18 Application Question Guide

This Application Question Guide provides an overview of the questions you will be asked as part of your online application form for the **Youth Opportunities Program**.

For further information on how to apply, refer to the Youth Opportunities Program Guidelines.

Who do I contact for further information?

Contact the Youth and Community Building Partnerships Team, by phone on (02) 8753 8430 or by email at youth@facsnsw.gov.au

Remember: Save your application form regularly.

Thank you and best of luck with your application.

Instructions

Refer to the question number, question type and hint in the below table to prepare your application. Compulsory questions are marked with an * on the application form.

When you start your application it will be issued with a unique reference number, please quote this in any correspondence or queries regarding your application.

Your application can be completed in more than one session.

Please complete all relevant sections and attach any documentation (if more than two project partners) to this form via the 'upload' facilities throughout this application form.

Your application is not officially submitted until you **review and submit** your application. Simply hitting the save button in the online system does not officially submit your application for funding.

Once submitted your application cannot be varied. If you realise that you have made an error once you have submitted your application please **contact the Youth and Community Building Partnerships Team for assistance before the closing date.**

Once you have submitted your application for funding, a confirmation email will be sent to your nominated email address (attached to your Smartygrants account). This confirmation email will also include a copy of your application for reference. Please keep the confirmation email and the copy of your application in a safe place and as part of your records as you may need to refer to it at a later date.

All applications for funding are assessed on merit through a competitive process. The Youth and Community Building Partnerships Team will contact you should there be any questions regarding your application.

Thank you.

Application Question Guide

Question Number	Question Type	Hint
Eligibility		
1.	Required, Single Choice	Legal status of your organisation Choose the most relevant option that describes the legal status of your organisation. If 'other' specify in the box provided. Refer to page 6 (4.3) of the Youth Opportunities Program Guidelines for more information.
2.	Required, Multiple Choice	Type of organisation Select the option(s) that best describe your organisation. If 'other' please specify in the box provided.
3.	Optional, Numeric	Organisation ABN If you have an Australian Business Number please tell us what it is and click on the 'lookup' button. By clicking on the 'lookup' button, the online system will check that you have entered the number correctly and populate the questions in the box. Please check that the information in the box is correct.
Organisation Contact Details		
4.	Required, Alpha Numeric	Registered Name of Organisation Tell us the registered name of your organisation. It should be consistent with the name listed on your Incorporation Registration or Australian Business Number.
5.	Required, Alpha Numeric	Trading Name of Organisation Tell us the trading name of your organisation, it may be different or the same as your registered name.
6.	Optional, Alpha Numeric	If you trade under any other name, please specify Tell us if you trade or operate using any other name. It may be a name that you are also commonly known as, and it may be different to the above two names detailed in 2.1.1 and 2.1.2.
7.	Required, Alpha Numeric	Business address Please provide us with your organisation's business address. You can provide us with your street or postal address. You do not need to provide both.
8.	Required, Numeric	Business phone Please provide us with a business phone number. It must be an Australian phone number and it must be able to be used during daytime hours. Include the phone number area code.
9.	Required, Alpha Numeric	Email address Must be a valid email address. This email address will be one of the ways the Program will contact you and send you documentation relating to your application.
10.	Optional, Alpha Numeric	Organisation website address Must be a valid URL / web address. This question is optional, you are not required to have a website. If your organisation has a website we would like to know its address.

Organisation Contact Person		
11.	Required, Alpha Numeric	Organisation contact name Please tell us who is the main contact person for your organisation. Select the salutation from the dropdown list, and provide the person's first and last name. Your organisation's main contact person could be the General Manager, CEO, President, Secretary, Treasurer or another person in your organisation.
12.	Required, Alpha Numeric	Position Please provide the position title of the person who is the main contact for your organisation. For example are they the General Manager, CEO, President, Secretary, Treasurer etc.
13.	Required, Numeric	Business phone (for organisational contact) Please provide us with a phone number (include the area code) of your organisation's main contact person. It must be an Australian phone number and it must be able to be used during daytime hours.
14.	Required, Alpha Numeric	Email address Must be a valid email address. This email address will be one of the ways the Program will contact you and send you documentation relating to your application.
Project Contact Details		
15.	Required, Alpha Numeric	Contact Name Please provide us with the name of a project specific contact person. List the person who will be the main contact for your project, this may be a different person to the person who is the main contact for your organisation.
16.	Required, Alpha Numeric	Position of project contact Please tell us the position title of the nominated project contact person.
17.	Required, Single Choice	Project contact address (for project contact) Please provide us with the business address of the project contact person. You can provide us with their street or postal address. You do not need to provide both. We recognise that this may be the same address as your business address listed in 2.1.4, but we provide this question in case the contact person's work address is different to your organisation's business address.
18.	Required, Numeric	Business phone (for project contact) Please provide us with a phone number (include the area code) of your organisation's main contact person. It must be an Australian phone number and it must be able to be used during daytime hours.
19.	Required, Alpha Numeric	Email address (for project contact) Must be a valid email address. This email address will be one of the ways Program staff will contact the person who is your nominated project contact. We may send them documentation relating to your application.
Project Partners		
20.	Required, Single Choice	Project Partners Select one option in relation to project partners.
Project Details		
21.	Required, Alpha Numeric	Project Title

		Tell us the name of your project (up to 10 words).
22.	Required, Alpha Numeric	Project Summary Briefly describe your project as concisely as possible for publication purposes (if you were successful) (up to 50 words)
23.	Required, Alpha Numeric	Project Overview Describe your project - include the overall goal(s)/purpose of the project and methods to achieve expected outcomes (up to 200 words).
24.	Required, Date	Proposed start date of project Start date for your project. Tell us when your project will start. It cannot start any later than 28 February 2018.
25.	Required, Date	Proposed finish date of project Completion date for your project. Tell us when your project will finish. It must finish in 2018.
26.	Required, Currency	Total amount of grant funding requested Tell us how much you are seeking from the Program (up to \$50,000). The amount you are requesting must be a whole dollar amount. Remember to include this amount in your budget table. Exclude GST from the amount.
27.	Required, Multiple Choice	Have you received or are you seeking funding for this project from another source? Select the relevant option for any grants or other funding received for this project (including applicant organisation).
28.	Optional, Alpha Numeric	If you have received or are seeking funding from another source to deliver this project, please name the source of funds and program, and describe what was funded or to be funded.
29.	Required, Alpha Numeric	Project Location List the suburb(s) and post code where your project will be implemented. Eg. Albury (2640). If your project is being implemented across NSW, please declare that your project is a 'statewide project' in the box provided.
30.	Required, Multiple Choice	Target Group for the project Select one or more of the most relevant options, please ensure that the options selected are relevant to your project. If 'other' specify in the box provided.
31.	Required, Multiple Choice	Age group(s) you are targeting Select one or more of the most relevant options, please ensure that the options selected are relevant to your project. If 'other' specify in the box provided.
32.	Required, Alpha Numeric	Number of young people targeted (over twelve month period) Tell us an estimate of the number of young people likely to benefit from the project or are being targeted by this project.
<p>Project Partner 1 (if you have any project partners, include details in next section) This section will only appear if you have selected 'Yes' or 'Yet to be confirmed' for Question 20.</p> <p>If you have more than 2 Project Partners please attach a list of further partners to this application form. Uploads can be made on the final section of the application form.</p>		

If you do not have any project partners for the implementation of this project please disregard this section.

33.	Required, Alpha Numeric	Project Partner 1 Contact Name
34.	Required, Alpha Numeric	Organisation Name If you have a project partner, include organisation name.
35.	Required, Alpha Numeric	Business Address Include partner organisation business address.
36.	Required, Numeric	Business Phone Include partner organisation business phone number. It must be an Australian phone number and it must be able to be used during daytime hours.
37.	Required, Alpha Numeric	Email address Include partner organisation email address.
38.	Required, Alpha Numeric	Website Include partner organisation web address.
39.	Required, Alpha Numeric	Role in Partnership Please detail what this project partner will do during the implementation of this project.
40.	Required, Alpha Numeric	Contribution to Project Please also detail any financial or other contribution made by this project partner.

Project Budget
Maximum of \$50,000 for one year available from Youth Opportunities Program

49.	Cash Income Table, Required	Tell us the CASH income you have or are seeking in the form of a grant for this project. Include the amount you are seeking from the Program in this table (amount equals your response to Question 26). Add additional rows to the table if required. Remember to balance your project budget, your total cash income should equal your total cash expenditure (51. Expenditure Table).
50.	Expenditure Table, Required	Expenditure Tell us the CASH expenditure you will have in relation to this project. List all related cash expenditure and costs by type, line item or activity. Add additional rows to the table if required. Remember to balance your project budget, your total cash expenditure should equal your total cash income (50. Income Table).
51.	In-Kind Contribution Table, Optional	In-kind contributions This table is optional. If you have in-kind contributions towards your project, please provide details. Please detail the equivalent cash value of all in-kind contributions (can be an estimated cash value). Add additional rows to the table if required.

52. Project Costs

Sub-Total A	Required, Currency	Cash Income: sub-total Subtotal of all sources of cash income in Income Table.
Sub-Total B	Required, Currency	Expenditure: sub-total Subtotal all cash expenditures NOTE: for your budget

		to balance your cash expenditure must equal total project income. If your budget does not balance review your budget tables.
Sub-Total C	Optional, Currency	In-kind contribution: sub-total Subtotal of all in-kind contributions (subtotal of equivalent cash value, can be an estimate).
Consultation with Young People		
53.	Required, Alpha Numeric	How does your organisation consult with young people? In up to 200 words, outline the ways your organisation consults with young people including the purpose, method and frequency.
Project Objectives – Objective 1		
This section relates to Objective 1 of the program: Increase the number of youth-led and youth-driven community activities throughout NSW.		
54.	Required, Alpha Numeric	What community activities have young people said they want to be involved in? In up to 200 words, outline a description of the types of community activities young people have said they would like to be involved in. As the program is youth-led and youth-driven, organisations must speak with young people prior to or during the application phase.
55.	Required, Alpha Numeric	How were young people involved in the design and development of this project? In up to 200 words, outline the ways young people were involved in the development of this project. As the program is youth-led and youth-driven, organisations must speak with young people prior to or during the application phase.
56.	Required, Alpha Numeric	What strategies will you use to engage and support young people to participate throughout the project? (Include how you will recruit young people to participate) In up to 200 words, outline the ways in which you will engage young people throughout the project.
Project Objectives – Objective 2		
This section relates to Objective 2 of the program: Engage young people in projects which overcome barriers to participation in the community		
57.	Required, Alpha Numeric	List the barrier(s) young people have said they encounter which prevent them from participating in the community. In up to 200 words, describe the main barriers for young people to participate in the community (eg. transport barriers, education or employment barriers, social or recreational activities, etc). Explain how this project will overcome each of the barriers you describe.
58.	Required, , Alpha Numeric	Describe how you will work with young people to address the barrier(s) throughout this project. In up to 200 words, describe how you will work with young people to overcome these barriers throughout the project
Project Objectives – Objective 3		
This section relates to Objective 3 of the program: Enable young people to develop and strengthen team work, communication, leadership and decision making skills.		

59.	Required, , Alpha Numeric	<p>Describe the strategies you will put in place to enable young people to develop and strengthen team work, communication, leadership and decision making skills.</p> <p>In up to 200 words, describe how young people will develop and strengthen team work, communication, leadership and decision making skills.</p>
<p>Project Objectives – Objective 4</p> <p>This section relates to Objective 4 of the program: Improve young people's access to community-based activities that promote community involvement including sport and recreation, cultural and other activities.</p>		
60.	Required, , Alpha Numeric	<p>Describe how the project will improve young people's access to activities which promote community involvement.</p> <p>In up to 200 words, describe how the project will improve young people's access to community activities.</p>
<p>Project Objectives – Objective 5</p> <p>This section relates to Objective 5 of the program: Recognise the contribution that young people make to their local communities.</p>		
61.	Required, Alpha Numeric	<p>How will you recognise young people's involvement in the project? (e.g. certificate of appreciation, award events, local media exposure)</p> <p>In up to 200 words, describe how you will celebrate/ recognise/ acknowledge young people's involvement.</p>
<p>Project Objectives – Objective 6</p> <p>This section relates to Objective 6 of the program: Provide young people with the knowledge and skills to link them with further training and employment opportunities, or improve their educational outcomes</p>		
62.	Required, Alpha Numeric	<p>Describe how young people involved in the project will develop knowledge and skills that will link them to further training and employment opportunities or improved educational outcomes.</p> <p>In up to 200 words, describe how the knowledge and skills developed through the project will link the young people involved to further training and employment opportunities or improved educational outcomes.</p>
<p>Project Outcomes</p> <p>All project outcomes must align with the 6 Objectives of the Youth Opportunities program (see Youth Opportunities Program Guidelines for a list of program objectives).</p>		
63.	Required, Alpha Numeric	<p>How will you measure the success of your project? Make sure your outcomes are S.M.A.R.T (Specific, Measurable, Achievable, Realistic and Timely).</p> <p>In up to 200 words, list the overall outcomes you will achieve and how you will measure each outcome.</p>
<p>Project Exit Strategy</p> <p>Youth Opportunities funding is one-off and time limited. What considerations have you given to</p>		

sustainability beyond the funding period? (eg improving links to the community, strengthening community networks).		
64.	Required, Alpha Numeric	<p>Outline your exist strategy</p> <p>In developing your exit strategy, consider sustainability beyond the funding period, i.e. how you will build the capacity of young people engaged in the project, how you will improve links to the community, how you will be strengthen community networks - the community engagement process.</p>
Uploads, Checklist and Declarations		
65.	Optional	<p>Upload documents</p> <p>Only required if there are more than 2 project partners</p>
66.	Required, Multiple Choice	<p>Application checklist</p> <p>Follow the instructions on the application form. Ensure that you read all of the options and select them, declaring that you have done each of the actions and acknowledge program requirements.</p>
67.	Required, Single Choice	<p>Declaration agreement</p> <p>By reading and completing this Declaration you are confirming that you are authorised to submit the application, and that the information in the application is true and correct.</p>
68-71	Required	<p>Details of person submitting the application</p> <p>We request these details as we recognise that the person submitting the form may not be the same person as the individual who is nominated as either the organisation or project contact. By providing details of the person submitting the application, Program staff will be able to contact you should there be any questions or concerns with your application. Please follow the instructions provided on the application form.</p>