Youth-led recovery grants

#sacouncils #youth #covid19recovery

Funding

Guidelines

August 2020

Note: This grant program is administrated by the Local Government Association of South Australian on the behalf of the Department of Human Services, Government of South Australia

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All applicants are expected read and familiarise themselves with these guidelines prior to applying for a Youth-led Recovery Grant.

"For young people today, this pandemic could be one of the most formative experiences of their lives, significantly redefining their outlook and opportunities.

Many young people have had to re-evaluate their expectations and goals for the future as many of the activities and places central to their lives have been disrupted"

Helen Connolly, South Australian Commissioner for Children and Young people

About the Youth-led Recovery Grants

The Department of Human Services (DHS) has partnered with the Local Government Association (LGA) to provide South Australian councils the opportunity to apply for a one-off competitive small grant.

Recognising the role of young people as innovators in their communities and their ability to be pioneers in addressing a range of local community needs; the **Youth-led Recovery Grants** will enable councils to undertake activities and initiatives, led by young people *aged 12-24 years*, that respond to the impact of the COVID-19 public health emergency.

Young people are identified as one of the cohorts most impacted by the short and long-term effects of the global COVID-19 pandemic. It is vital that young people are provided with opportunities to be leaders in recovery efforts that address emerging community needs and improve resilience, both for themselves and their local communities.

The **Youth-led Recovery Grants** provide an opportunity for councils to undertake and be supported in their proactive engagement with their young residents as South Australia moves from crisis responses to recovery and the 'new normal'.

The Commissioner for Children and Young People has heard that young people want to see more kindness, more equality, more listening and more trust in the world.[1] The **Youth-led Recovery Grants** presents an opportunity for councils to be at the forefront of youth-led COVID-19 recovery initiatives, tapping into young people's resilience, empathy, ingenuity and determination for a future that can be 'even stronger than before'.

The Grants are intended to provide the youth of South Australia with the chance to develop the knowledge and confidence needed to build life skills and resilience to achieve their goals in these uncertain times.

Many not for profit organisations have been active in COVID-19 immediate responses. Councils are encouraged to partner with local not-for-profit organisations to extend and leverage these efforts.

What does 'youth-led' mean?

A *youth-led* approach actively involves young people in the planning, decision-making, delivery, facilitation, reflection and evaluation of initiatives, using actions they want to use. Through the youth/adult pathways, adults can act in supportive engaging ways, however, youth always maintain the lead, direction and authority.

Examples include councils supporting existing or newly formed youth groups to take the lead on initiatives, or it could be a genuine partnership model between young people, the council and a not-for-profit organisation.

Many councils have existing Youth Advisory Committees, local youth networks or not-for-profit organisations that they partner with. These stakeholders are great starting points to inform an application and identify potential young people to lead initiatives should an application be successful.

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[1] Connolly, H. Commissioner for Children and Young People, South Australia 2020, *Reflections on COVID-19 – In their own words, South Australian young people reflect on the impact of coronavirus on their world and their futures.*

The *Better Together: A practical guide for effective engagement with young people,* developed by the Government of South Australia and the Youth Affairs Council of South Australia, has lots of ideas and guidance on how to work with young people in youth-led models.

> It is recognised that the COVID-19 situation is constantly changing, and councils are reminded that flexibility in the delivery and implementation of a successful initiative may be required should the need arise.

How much grant funding is available?

- o The total funding pool is $500,000 (GST exclusive).
- o Up to $20,000 of funding is available for individual councils (GST exclusive)
- o Up to $50,000 of funding is available for collaborations between councils or between councils and not for profit community organisations (GST exclusive)

GST will apply on projects funded by the grant program. Applicants will be requested to cost projects exclusive of GST (i.e. do not include GST in the project costing). However, when a project is approved, the amount paid to the applicant will be grossed-up to include GST. An invoice (which must comply with the specifications for a tax invoice) will need to be raised by the recipient for the total amount of the grant, including the GST. This tax invoice must be provided before the grant is paid.

Outcomes

Initiatives funded by the **Youth-led Recovery Grants** are required to meet <u>one or more</u> of the following outcomes.

Outcome 1: Improve individual and/or community social and emotional wellbeing and resilience

Outcome 2: Improve individual and/or community economic wellbeing and resilience

Outcome 3: Reduce social isolation and increase the participation of priority groups in the local community

Outcome 4: Strengthen digital inclusion as a means to create social inclusion by facilitating digital access, digital literacy and digital enablement.

Priority groups include:

- people living with disability
- the 'newly' unemployed
- those experiencing disadvantage and facing difficulties accessing basic needs or services
- people from the LGBTQI+ community

- people living in remote or regional areas
- Aboriginal and Torres Strait Islander people
- people from culturally or linguistically diverse backgrounds (include those newly arrived, refugees and international students)
- the elderly

Eligibility

Who can apply?

1. South Australia's 68 councils
2. South Australian Regional Local Government Associations

Note:

The following collaborations are permitted, but a lead council sponsor must be identified:

- o Collaborations between multiple councils
- o Collaborations between councils and not for profit community organisations

What applications will be supported?

- o Applicants are required to align their applications with at least *one* of the outcome areas

- o All applications *must* be youth-led however initiatives are not exclusive to outcomes that solely support young people and can support any cohort within the community. Youth-led responses *for* young people however are highly desirable.

- o The Youth-led Recovery Grants initiatives should be consistent with the principles and priority areas in Strong Futures – SA Youth Action Plan and your council's Regional Public Health Plan, Youth Action Plan, or other youth initiatives or policy directions within your council area.

- o Councils are encouraged to focus applications on initiatives that foster outcomes related to medium to long-term COVID-19 recovery, as well as include genuine local partnerships.

- o It is expected that the young people involved in an initiative funded by these grants will reside within the relevant council's local government boundaries – as initiatives should focus on local communities in the local area.

- o Applications should be guided by the latest trends and information available regarding the medium to long-term impacts of COVID-19, as well as council's unique knowledge of the needs of their local communities.

- o Funding is available for new or significantly adapted projects, not to fund pre-existing projects.

Impacts of COVID-19

- Young people (YP) are anticipated to be particularly vulnerable to the social and economic effects of the COVID-19 pandemic.

- Prior to the pandemic, young people aged 18 – 29 years were found to be the most socially isolated and a highly lonely cohort of adults in South Australia. The impacts of COVID-19 are anticipated to further exacerbate this.

- Young South Australians (15 – 24 years) are now considered at risk in the labour market, meaning they are not engaged in full time study, work or a combination of these

- The disruption in their access to education and employment opportunities as a result of economic downturn is likely to put the young generation on a much more volatile trajectory in finding and maintaining jobs and income.

- It is vital that YP are supported to remain connected to the social and economic supports that keep them on track with pathways that help them to achieve their goals and potential.

- The Foundation for Young Australians considers YP vulnerable in the areas of education employment / financial, domestic and family violence, mental health, discrimination and basic living needs

Examples of potential initiatives or projects are provided in Appendix 1 and are guide only.

What applications will not be supported?

The following items or activities will not be supported:

- retrospective costs (any money spent before a grant is approved)
- the purchase or lease buildings or land
- purchase of infrastructure and capital equipment
- novated lease of vehicles
- funds to distribute to individuals - sponsorships, scholarships, donations, reimbursements, uniforms (except PPE)
- individual debt payments
- police checks / DHS Screening
- grant writer, auspice or auditor fees
- ongoing operating costs of the organisation or costs not directly related to project delivery
- projects involving fundraising, unless the funds go back into the project
- projects that are traditionally funded through other sources (e.g. school activities or sporting/cultural events)
- items, projects, programs or equipment that are already funded, or are the core responsibility of other state and commonwealth government departments
- existing staff wages
- the cost of prizes or gifts
- activities not in line with current restrictions related to COVID-19 (including physical distancing), as per the latest advice from SA Health on their website www.sahealth.sa.gov.au

Key dates and timing

The funding agreement between the DHS and the LGA requires all successful applicant to adhere to the timelines as described below.

Please note reporting dates are non-negotiable, as the LGA is required to report to DHS on the project outputs and outcomes.

Youth grant round opens	*9am Monday 17 August 2020*
Youth grant round closes	*4pm Monday 28 September 2020*
Assessment - Panel review of applications	*6 - 9 October 2020*
Grant recipients are advised of the grant outcome	*Friday 16 October 2020*
Contracts signed and invoices finalised	*19 - 30 October 2020*
Project start date	*1 November 2020*
Project progress reports	*Monday 1 February 2021*
Project completion date	*Monday 1 August 2021*
Projects completion report and non-audited financial statement (non-negotiable)	*Monday 29 August 2021*

Please note that application forms, progress reports and final reports have to be completed online through Smarty Grants, the LGA's online grant management system.

How to apply?

The application for a grant can be submitted online through SmartyGrants at
https://lgasa.smartygrants.com.au/

Please ensure that the application addresses each section of the form.

It is recommended that applicants choose the option of previewing the form to make sure you are aware of our requirements prior to submitting the form. Please refer to the Help Guide for Applicants https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/ for further support.

Questions about the grants application can be directed to Grant Project Coordinator, Mathilde Thorsen at lgrds@lga.sa.gov.au or phone (08) 8224 2057.

How are applications assessed?

Assessments will be undertaken through a two-stage grant process.

Stage one

Applications must meet eligibility criteria (see Appendix 2) to be assessed.

All applications will be assessed by staff from the Local Government Association with suitable knowledge, skills and training and screened to check that:

- The applicant is eligible to apply
- The application has been completed in full and that all the required information has been provided.

Stage two

All eligible applications will then be assessed by an Assessment Panel comprising of members from the Department of Human Services (Community and Family Services Division), the Local Government Association and up to two South Australian young people aged 12-24 years – including one young person from regional South Australia.

The assessment panel will evaluate the applications on a competitive basis against the assessment criteria (see Appendix 3).

These include:

1. **Project Eligibility**
2. **Contact Details**
3. **Project Details**
4. **Project Outputs**
5. **Project Outcomes**
6. **Inputs/Budget**

Tips for completing an application are provided in Appendix 3

Notification process

All applying councils or regional LGAs – successful or unsuccessful – will receive written notification from the Local Government Association. This is expected to occur in mid-October 2020.

What happens if we receive a grant?

Successful applicants will be asked to sign an agreement and comply with its conditions, which will include requirements to:

- o Provide interim or progress reports as required
- o Submit a final report accounting for how you spent the funding (financial acquittal)
- o Measure and report on the outcomes from the funded project (project evaluation)
- o Appropriately acknowledge the Department of Human Services/LGA as a funding source for the project.
- o Acknowledge funding from the Youth-led Recovery Grants Program and ensure it is included on all published materials
- o Comply with the relevant legislative requirements regarding working with or having contact with vulnerable persons (if applicable).
- o Complete the project by 1 August 2021.

Reports are to be completed online via the SmartyGrants portal. Once grant funds have been paid to the organisation, the registered user (the person who submitted the application), will receive a link to the online portal.

Reporting requirements

On completion of the project, the funded organisation will need to complete a report within one month. At the end of the project, the funded organisation will be required to provide a financial statement with any unused funding to be returned to DHS, via the LGA.

Grant recipients will be required to provide a short summary about the difference (reach and impact) the project made, including a description of what was learnt from implementing the project.

There will be opportunities to upload links, videos and images to support your report.

Further information

Please refer to the **Youth-led Recovery Grant** website.

https://www.lga.sa.gov.au/member-services/financial-sustainability/grants/youth-led-local-government-covid-recovery-grants

or contact:

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Glossary

Term	Definition
Community	A group that shares common characteristics
Culturally and linguistically diverse communities	People from migrant and refugee backgrounds, particularly those from non-English speaking countries
Digital access	Have access to affordable broadband and devices
Digital enablement	Be able to use technology to improve their quality of life and get out of poverty
Digital literacy	Have the right skills and confidence to use the internet
Disadvantage	Disadvantage is caused by issues related to discrimination, income, education, employment, housing, domestic and family violence and access to services and supports. These factors can create a complex web of challenges that limit people's access to life opportunities and their capacity to act on these opportunities.
One-off	A short-term project with a start and end date within a 12-month period
Resilience	The ability to adapt and survive no matter what happens. This includes emotional and physical resilience.
Volunteers	Volunteers give their time willingly for the common good and without financial gain
Vulnerable	Vulnerability is the degree to which a population, individual or organisation is unable to anticipate, cope with, resist and recover from the impacts of disasters
Youth-led	An approach that actively involves young people in the planning, decision-making, delivery, facilitation, reflection and evaluation of initiatives, using actions they want to use

Appendix 1 – Examples of potential initiatives or projects

Outcome 1 - Improve individual and/or community social and emotional wellbeing and resilience.

- o Strengthen or build pathways that lead to new skill development or training opportunities.
- o Explore opportunities to improve volunteering and enable young people to make positive contributions to their local areas.
- o Training programs to help young people learn how to emotionally support each other in tough times.
- o Develop new, or significantly adapt, initiatives that respond to the medium to long-term impacts of COVID-19 and/or
- o Invest in initiatives or programs that consider factors known to contribute to good social and emotional health and wellbeing (e.g. protective factors) to prevent impacts from exacerbating.

Outcome 2 - Improve individual and/or community economic wellbeing and resilience.

- o Strengthen or build pathways that lead to new skill development, training or employment opportunities
- o Implement activities that enhance financial literacy and facilitate access to financial supports (incl. basic needs).
- o Develop new, or significantly adapt, economic initiatives that respond to the medium to long term impacts of COVID-19 and /or
- o Invest in initiatives or programs that consider factors known to contribute to good economic wellbeing (e.g. protective factors) to prevent impacts from worsening.

Outcome 3 - Reduce social isolation and increase the participation of priority groups in the local community

- o Initiatives that target socially isolated groups or those that are 'newly' vulnerable (or at risk of being vulnerable) due to COVID-19. This may include strengthening protective factors such as strong social connections or participation in civic activities.
- o Cross generational and/or cross-cultural projects.
- o Facilitate participation of young people in decisions that affect them.

Outcome 4 - Improve digital inclusion as a tool to create social inclusion by facilitating digital access, digital literacy and digital enablement

- o Design creative solutions that improve digital accessibility and affordability for vulnerable communities or cohorts.
- o Implement activities that enhance digital literacy of target group/s.
- o Facilitate access to digital platforms that have become the 'new norm' in COVID-19 response and recovery for target group/s.
- o Provide on-line activities to provide youth with access to training and educational opportunities.

Appendix 2 - Eligibility criteria

1. Eligible organisations include:
   - South Australia's 68 councils
   - South Australian Regional Local Government Associations
   - Collaborations between multiple councils, noting **lead** council
   - Collaborations between councils and not-for-profit organisations, noting **lead** council
2. Applying organisations must have identified a Project Committee or team to oversee the project.
3. Applications must address all sections of the Grant Application Form
4. Applications are for project funding:
   a. Up to $20,000 for individual councils (GST exclusive) or up to $50,000 for collaborations between councils or between councils and not for profit organisations (GST exclusive);
   b. Which will be fully expended by 1 August 2021; and
   c. Which does not include funding for:
      i. retrospective costs (any money spent before a grant is approved)
      ii. the purchase or lease buildings or land
      iii. purchase of infrastructure and capital equipment
      iv. novated lease of vehicles
      v. funds to distribute to individuals - sponsorships, scholarships, donations, reimbursements, uniforms (except PPE)
      vi. individual debt payments
      vii. police checks / DHS Screening
      viii. grant writer, auspice or auditor fees
      ix. ongoing operating costs of the organisation or costs not directly related to project delivery
      x. projects involving fundraising, unless the funds go back into the project
      xi. projects that are traditionally funded through other sources (e.g. school activities or sporting/cultural events)
      xii. items, projects, programs or equipment that are already funded, or are the core responsibility of other state and commonwealth government departments
      xiii. existing staff wages
      xiv. the cost of prizes or gifts
      xv. activities not in line with current restrictions related to COVID-19 (including social distancing), as per the latest advice from SA Health on their website www.sahealth.sa.gov.au

Appendix 3 - Assessment criteria

Each application will be assessed against the criteria and weightings outlined below. Applicants should aim to address each criterion through the information they provide in their application.

	Criteria	Weighting
1.	**Project Eligibility** Is it satisfactorily completed?	Nil
2.	**Contact Details** Is it satisfactorily completed?	Nil

3.	**Project Details**
	
	Project description (SMART approach)
	
	   o Does the application set out a proposal for a community recovery project that responds to the impacts of COVID-19 and is youth-led, involving young people aged 12-24 years old?
	
	Project beneficiaries
	
	   o Does the project take a population approach or target a group or groups who have been disproportionality impacted by COVID-19?
	
	Who will benefit from this project?
	
	Project timing
	
	   o Are key timeframes provided which are feasible to the project?
	
	Project rationale
	
	   o Is it clear which outcome this project aligns with? Is there clear evidence of a need to address this issue?
	   o Does the project align with *Strong Futures – SA Youth Action Plan or a relevant council plan (Regional Public Health Plan, Youth Strategy)*?
	
	Stakeholders
	
	   o Does the project include a partnership approach and detail the roles of the respective partners? Are partners included on the project committee?
	
	Councils seeking additional funding due to partnering with a neighbouring council must have them provide a letter of support referencing their role and contribution to the project.
	
	Letters of support from other partner agencies are also strongly encouraged.
		25%

4.	**Project Outputs** o Is there a clear description of the proposed strategies, actions or activities? And why they were selected? *Demonstrated ability to make the project happen and be successful*	30%

	o Is it clear how young people will be actively involved in the design, planning, and running of the project or initiative? *Applicants can refer to the Department of Human Service's Better Together - A practical guide to effective engagement with young people for ideas on including young people.* o As a youth-led initiative, is it clear how the initiative addresses any local youth issues and any skills and/or opportunities that can be gained from young people's leadership and participation? *Projects that can show evidence of a higher community need, such as servicing the most vulnerable in the community, and projects in regions experiencing a high disadvantage or impact from COVID-19 will be considered a priority.* o Are details provided of the approach to engaging the community who are the target of the project? *Projects should benefit people and/or communities who are vulnerable or experiencing disadvantage. This may include people from rural and regional areas, culturally and linguistically diverse communities, people from the LGBTQI+ community etc.*	

5.	**Project Outcomes**
	
	Outcomes
	
	o Does the project meet at least one of the following outcomes?
	   a. *Improve individual and/or community social and emotional wellbeing and resilience*
	   b. *Improve individual and/or community economic wellbeing and resilience*
	   c. *Reduce social isolation and increase the participation of priority groups in the local community*
	   d. *Strengthen digital inclusion as a tool to create social inclusion by facilitating digital access, digital literacy and digital enablement.*
	
	o Any other expected outcomes?
	
	Associated risks
	
	o Does the project consider potential risks and identify an effective risk management approach that will maximise use of grant money?
	
	Project evaluation – (Measurement – reach and impact)
	
	o Does the application describe a clear and appropriate approach to measuring the reach and impact it made to the community?
	
	o Does the application detail what information will be collected about the reach, and how it will be collected?
	
	o Does the application detail what information will be collected to measure the impact of the project and the benefit to the community, and how it will be collected?
		25%

	What will the impact be of your project on the target group because of the resources you are contributing? *Projects will be assessed on the extent of positive impact or benefit on the target group community, considering the number of people and significant benefits.*	

6.	**Inputs/Budget**
	
	Budget
	
	    o Does the proposed project/application:
	        – represent value for money?
	        – present a reasonable estimate of costs and a breakdown of how the funding will be utilised?
	        – Consider both the financial and non-financial costs and benefits of each activity proposal throughout the whole project circle.
	
	Applicants will be required to provide an approximate budget, setting out the stages of the project and costs for each component.
	
	Co-investment
	
	    o Does the application detail a co-contribution from the applicant organisation?
	
	Applicants will be required to state amount of funds being contributed by other (named) organisations (if any) including funding sources currently being explored (with or without success), plus any in-kind contributions.
	
	A proportion of co-investment made by the applicant, either in cash or in kind is encouraged to leverage any funding.
	
	Special consideration will be given to collaborative projects that demonstrate additional financial support and in-kind contributions from partners and which provide innovative approaches to meeting the grants criteria.
	
	Project management
	
	    o Does the application identify processes in place for ongoing monitoring and management of the project?
		20%