

Engage! 2022–2024 program

Grant guidelines



Message from the Minister



I am proud to announce that applications are now open for the Engage! 2022–2024 program.

Engage! reflects the Victorian Government’s vision for every young person to have the opportunities and support they need to achieve their goals, and to be respected and engaged as valued members of their local community.

There has never been a more important time to expand opportunities for young people as we work together to overcome the significant impacts of the coronavirus (COVID-19) pandemic.

That is why the Victorian Government is increasing funding for Engage! to \$15 million over three years, which will enable more young people to access opportunities to participate in activities such as community engagement, mentoring, volunteering, and leadership and skills building.

The refreshed Engage! program responds directly to feedback we received from thousands of Victorian young people and the youth sector across the state to inform the development of the forthcoming Victorian Government youth strategy. Young people will be supported to build life skills and experience, strengthen connections with their peers and communities, and improve their health and wellbeing.

Engage! 2022–2024 offers grants of between \$135,000 and \$180,000 over three years for local governments and community organisations to work in partnership with young people to design and deliver activities that engage young people in their local community.

We know that supporting young people to be actively engaged in the planning and delivery of a project, activity or event in their local community is key to its success – which is why this is an essential component of the Engage! program.

I encourage local governments and community organisations across Victoria to apply for funding to deliver this valuable program.

I look forward to seeing the inspirational projects that emerge through Engage! 2022–2024.

A handwritten signature in black ink, appearing to be 'RS', written over a light pink background.

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.

Through initiatives such as Engage!, young people will have the opportunity to participate in a wide range of activities and projects that meet their individual goals and aspirations. This may include leading a project, learning new skills to support transition to adult life, connecting with peers and trusted adults, or showcasing their skills and talents within the local community.

Engage! 2022–2024 offers funding over three years for community organisations and local governments to deliver a range of activities for young Victorians aged 12 to 25. Service delivery will take place between 1 January 2022 and 31 December 2024.

Applicants will be required to actively partner with young people to co-design their Engage! program and deliver activities across three categories:

- ▶ **Category 1: Youth engagement and participation** – activities that promote the voices of young people and participation in decision making
- ▶ **Category 2: Youth development** – activities that support young people to develop new skills through training, mentoring and volunteering
- ▶ **Category 3: Youth celebration** – activities that showcase and recognise young people's contribution to the 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.

Program eligibility

Local government and community organisations 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 Engage! 2022–2024 program is going to be delivered within Victoria.

Engage! 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.

Program delivery requirements

Youth participation is an essential component of the Engage! 2022–2024 program. Organisations are required to partner with young people to design and deliver their program and its suite of activities.

Organisations applying for funding will be required to deliver one or more activities from **each of the three categories** as outlined below.

Category 1: Youth engagement and participation

Activity type	Description
Youth support groups	Young people working together with a shared interest, including: <ul style="list-style-type: none">▶ interest-based groups (such as music, culture, art or recreation)▶ targeted development groups (such as jobs club, homework support groups)▶ cohort-specific peer support groups (such as refugee/asylum seeker, LGBTIQ+)
Civic participation groups	Young people working together in an advisory or decision-making role, including: <ul style="list-style-type: none">▶ youth action groups▶ youth advisory group▶ youth councils▶ youth advocacy groups
Youth-led projects	Young people working together to plan events, projects or activities, including: <ul style="list-style-type: none">▶ community or cultural festivals▶ art and photography exhibitions▶ music events▶ environment and climate change events▶ sport and recreation events▶ youth forums and workshops

Category 2: Youth development

Activity type	Description
Technical skills training	<p>Young people participating in training to develop technical skills in areas such as:</p> <ul style="list-style-type: none"> ▶ hospitality ▶ creative arts ▶ media ▶ sport and recreation ▶ environment ▶ first aid (including youth mental health)
Personal development training	<p>Young people participating in training to develop a broad range of skills, including:</p> <ul style="list-style-type: none"> ▶ leadership ▶ communication ▶ interpersonal and teamwork ▶ career pathways and job readiness
Life skills training	<p>Young people participating in training to develop independent living skills, including:</p> <ul style="list-style-type: none"> ▶ financial literacy ▶ applying for a job, including writing resumes, applications and conducting interviews ▶ housing rental applications ▶ cooking, nutrition and fitness ▶ navigating service systems (such as health, employment, housing, superannuation) ▶ workplace rights and obligations
Volunteering	<p>Young people participate in local volunteering programs, including:</p> <ul style="list-style-type: none"> ▶ community based (such as environment and sporting clubs) ▶ workplace based (such as work experience, industry placements, internships)
Mentoring	<p>Young people participate in mentoring programs, including:</p> <ul style="list-style-type: none"> ▶ one-on-one mentoring: young people matched with adult mentors over an extended period of time ▶ peer mentoring: small groups of young people matched with a peer mentor

Category 3: Youth celebrations

Activity type	Description
Youth events	<p>Events and activities that celebrate and showcase young people in their local community, including:</p> <ul style="list-style-type: none"> ▶ graduation events ▶ youth awards nights ▶ youth showcase activities (such as magazines, digital recordings, social media activations) ▶ reward and recognition events ▶ youth-led events, projects or activities planned by young people under 'Youth-led projects' from Category 1

Funding available

Engage! 2022–2024 will provide grants between \$135,000 to \$180,000 **over three years** for organisations to deliver a broad range of activities within three categories. The level of funding offered to organisations will be based on their capacity to meet the following activity and participation targets:

Annual performance targets

Funding level	Categories: <ul style="list-style-type: none">▶ Youth engagement and participation▶ Youth development▶ Youth celebration	Young people participating
\$45,000	Three or more activities per year (at least one from each category)	400
\$50,000	Four or more activities per year (at least one from each category)	500
\$60,000	Five or more activities per year (at least one from each category)	600

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
- ▶ any events delivered through the program must be drug, alcohol and smoke-free, and fully supervised
- ▶ a youth worker (or other suitability qualified individual) must be available to support young people's participation in the Engage! program
- ▶ Working with Children Checks must be undertaken on staff and people aged 18 and over who come into direct and unsupervised contact with young people participating in the Engage! 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
- ▶ the grant recipient must have at least \$10 million Public Liability Insurance to cover all aspects of the Engage! program
- ▶ all activities funded under Engage! 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: Program overview, Program delivery, Youth engagement, and Partners and governance.

1. Program overview (20 per cent)

- (a) Provide an overview of your proposed Engage! program – including the aims, objectives and target cohorts of young people.
- (b) Describe the local needs for the Engage! program in your community and benefits of your program for young people – 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 Engage! program.
- (d) Outline the evaluation processes you will establish to improve the delivery of the Engage! program – including strategies to measure outcomes from young people's participation in activities delivered through your program.

2. Program delivery (30 per cent)

- (a) Provide an overview of the activity/s you will deliver under each category: Category 1: Youth participation and engagement; Category 2: Youth development; Category 3: Youth celebration. Use the attached Engage! program plan to describe the activity and how many young people will participate.
- (b) Describe how Category 1 activities will increase young people's ability to have their voices and contributions heard and reflected in key areas of their lives.

- (c) Describe how Category 2 activities will increase young people's skills to support future independence and transition to adult life.
- (d) Describe how Category 3 activities will showcase and recognise young people's contribution to the local community.

3. Youth participation and engagement (30 per cent)

- (a) Describe how you will support and involve young people in the design, delivery and evaluation of your Engage! program. List any key roles or activities that young people will undertake.
- (b) Outline the strategies you will implement to ensure your Engage! program is inclusive and accessible to young people.
- (c) Describe how you will reward and recognise young people for their contribution to the Engage! program.

4. Partners and governance (20 per cent)

- (a) Provide the key partners in your community that will support the delivery of the Engage! program and describe the role that each of these partners will play.
- (b) Describe the governance or management processes your organisation will establish to ensure the Engage! 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 Youth Central website <www.youthcentral.vic.gov.au/get-involved/youth-programs-and-events/engage>

Step 3: Complete and submit your application using the Engage! 2022–2024 program application form <<https://dpc1.force.com/publicform/ev2224gpa>> provided 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 Engage! 2022–2024 program, or you have difficulties in submitting an application, please email the Office for Youth <engagegrants@dffh.vic.gov.au> or phone (03) 9595 2701 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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