

# Youth Leadership and Development Grant - 2020 Application Form

## Form Preview

### Eligibility

\* indicates a required field

Applicants - Please note the following:

Before completing this application form, you should have read the Town of Port Hedland - **Community Grants Program** and specifically the **Youth Leadership and Development Grant**. Please find Community Grants program Information booklet click here --> [\*\*APPLICANT MUST READ - Town of Port Hedland Community Information Booklet\*\*](#)

Incomplete applications and/or applications received after the closing date will not be considered.

The below section "**Confirmation of Eligibility**" of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying if you're proposed project initiative or idea unsuitable for this grant.

The Town's Community Engagement Team is ready to answer any questions you may have in relation to your application.

If you have any questions in regards to these eligibility criteria, please contact [\*\*grants@porthedland.wa.gov.au\*\*](mailto:grants@porthedland.wa.gov.au).

### Confirmation of Eligibility

**I confirm that the applicant ...**

- has read and understands this grant's program [guidelines](#)
- is aged between 12 and 25 (Proof of Age/I.D required)
- resides in the Town of Port Hedland Local Government Area (LGA) or if boarding at school outside of Port Hedland, their family still permanently resides in our LGA
- is able to demonstrate alignment between their project and the aims of this program
- does not owe any reports or money to the Town of Port Hedland as a result of previous funding or grants
- has the appropriate type and level of insurance for the activities that are the subject of this grant
- is not seeking capital funding, funds for retrospective costs, undertaking profit making venture or initiative or representing a political party.
- 

**Please select below: \***

☐ Yes

☐ No

You must confirm that all statements above are true and correct.

### Contact Details

\* indicates a required field

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### Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to the [Town of Port Hedland Privacy Policy](#)

### Individual or Group Application

**How many individuals are applying for this grant?**

- ☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ More than 4 applicants

### Applicant 1 Details

This applicant will be the main point of contact for this application form.

#### **Applicant**

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### **Date of Birth**

Day/Month/Year

#### **Applicant Primary Address**

Address

  

#### **Applicant Phone Number**

Must be an Australian phone number.

#### **Applicant Email**

Must be an email address.

**PROOF OF AGE REQUIRED: Please provide 1 x Form of Identification with your Date of Birth: \***

Attach a file:

Each applicant is required to give proof of age to be eligible for this grant. Form of I.d could be your Student Card, Driver's Licence, Passport, etc.

### Applicant 2 Details

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**Name**

Title

First Name

Last Name

**Date of Birth**

Day/Month/Year

**Applicant Phone Number****PROOF OF AGE REQUIRED FOR APPLICANT 2: Please provide 1 x Form of Identification with your Date of Birth:**

Attach a file:

### Applicant 3 Details

**Name**

Title

First Name

Last Name

**Date of Birth**

Day/Month/Year

**Applicant Phone Number****PROOF OF AGE REQUIRED FOR APPLICANT 3: Please provide 1 x Form of Identification with your Date of Birth:**

Attach a file:

### Applicant 4 Details

**Name**

Title

First Name

Last Name

**Date of Birth**

Day/Month/Year

**Applicant Phone Number**

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### **PROOF OF AGE REQUIRED FOR APPLICANT 3: Please provide 1 x Form of Identification with your Birthdate:**

Attach a file:

### More than 4 Applicants

Include the below for each applicant

- First and Last Name
- Date of Birth
- Applicant Phone Number & Best Email Address

Word count:

## Event / Activity Details

\* indicates a required field

### About your event or project

The **Youth Leadership and Development Grant** provides assistance to young people to increase leadership, participation and skill development.

The objectives of this grant include:

- Providing assistance for young people for activities that encourage and support personal development and growth such as leadership training, career guidance and development, or extra-curricular educational opportunities
- Support young people to deliver an initiative developed and implemented by themselves or with a group of other young people that addresses a need within the community.
- Achieving the following outcomes of the Town of Port Hedland Strategic Community Plan 2018-2028:
  - b An inclusive and involved community
  - a Enhanced participation in the workforce

### **Event, Activity or Project title: \***

Provide a name for the activity. Your title should be short but descriptive

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Activity Start Date

Must be a date.

Activity End Date

Must be a date.

### Where is the activity taking place?

Name the Venue, City and Country

### Please provide a short summary of your activity and how this grant can support it: \*

Word count:

Must be at least 15 words.

Provide a short description - what are you going to do?

### What objective/s does this activity meet?

- ☐ Providing assistance for young people for activities that encourage and support personal development and growth such as leadership training, career guidance and development, or extra-curricular educational opportunities
- ☐ Support young people to deliver an initiative developed and implemented by themselves or with a group of other young people that addresses a need within the community.

### How will this activity meet the objective(s) you've selected? \*

Word count:

Must be at least 5 words.

## Budget

### Value of the Youth Leadership and Development Grant:

The maximum amount for one individual applying for this grant is \$1,000.

If three or more individuals undertaking the same activity wish to apply, the maximum amount is \$2,000.

### Total Amount Requested:

Must be a dollar amount.

What is the total financial support you are requesting in this application?

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**Total Activity Cost:**

\$   
Must be a dollar amount.

### Budget Breakdown

This grant will cover the following costs...

What **IS** covered by this grant:

- Travel, accommodation
- Professional fees
- Entry fees
- Venue hire
- Event Public Liability Insurance
- Equipment hire
- Advertising/promotional costs
- Catering
- Fundraising for charity activities
- Materials for performances, costumes, uniforms and activities

What this grant **WILL NOT** covered:

- Meals and incidentals
- Participation in commercial based events
- Purchase of equipment
- Donations to other entities
- Voluntary work or direct fundraising
- Sports or Arts related activities (see relevant grants).

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### How to complete the below section:

Please outline all the costs for your event, activity or project. Examples of expenses could include 'equipment and materials', 'travel costs', 'freight costs'.

Use the 'Notes' column for any additional information you think we should be aware of.

Please **do not add commas** to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.

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**For expense items over \$500, one written estimate, advertised price or written quote will need to be provided in the file upload area below the tables.**

**Two written quotes are required for items over \$5,000.**

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### BUDGET - Income Description

If this is a big event or program budget and you have other income streams for the one project, please list the income streams that you're expecting in the table below:

Please list this ToPH Grant in the first entry line to look similar to the following:

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**Town Youth Leadership and Development Grant -> ToPH Grant - Unconfirmed -> \$1000.00 -> Awaiting to hear outcome from this application.**

<b>Income Description:</b>	<b>Income Type:</b>	<b>Confirmed Funding?</b>	<b>Income Amount: (\$)</b>	<b>Notes of item:</b>
Do you have any other income for this project?	What's the nature of this Income?	Is it confirmed yet?	Must be a dollar amount.	Please include info about each item
			\$	

## BUDGET - Expenditure Description

Please list all items you require this grant to cover in the table below:

<b>Expenditure Description:</b>	<b>Expeniture Amount (\$)</b>	<b>Notes of item:</b>
e.g - 2 x Venue hire nights for our event	e.g \$420 Must be a dollar amount.	e.g - require 2 x night hire of hall for event
	\$	

## Budget Totals

The Total Expenditure Amount must be equal to or greater than the amount you are requesting.

**Total Income:**

\$

This number/amount is calculated.

**Total Expenditure Amount:**

\$

This number/amount is calculated.

**Income - Expenditure**

\$

This number/amount is calculated.

## Grant Payment Conditions

Applications must be lodged at least one week prior to event, competition or activity and if all eligibility criteria is met, conditional approval will be granted within two weeks of receiving the completed application.

Applicants requiring the grant prior to the event, competition or activity must apply four weeks before the event and provide evidence of expected costs.

**Grants awarded will be paid after you have submitted your acquittal and receipts as evidence of your expenses. If your application is successful, are you happy to receive the grant after you have submitted your acquittal?**

- ☐ Yes, I'm happy to wait until after the event to receive the money.
- ☐ No, I would prefer to receive the money before the event.

## Do you require the money before the event?

To receive the money before the event you need to provide evidence of expected costs. You will then need to provide corresponding receipts during the acquittal stage.

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### Quotes are required for:

Any Expenses listed above that is valued over \$500 - one written quote is required

### Please attach forms of written evidence (Quotes, screenshot of email, etc.) for those expenditure (cost) items over {{ \$500 }}:

Attach a file:

For expense items over \$500, one written estimate, advertised price or written quote will need to be provided for finance purposes. Two written quotes are required for cost items that are valued over \$5,000. Please note only 5 total attachments can be uploaded for this application.

### EXTRA UPLOAD AREA: If you have more than 5 files or any other supportive evidence (Your event Poster, marketing, etc.) please upload here:

Attach a file:

## Support for Application

\* indicates a required field

Applications are required to be supported by evidence. If documents are not submitted, this will affect the result of your application and amount of funding to be approved.

### Please provide at least one piece of supporting evidence for this application. \*

- ☐ Referee contact details
- ☐ Website link
- ☐ Certificates or records of achievements
- ☐ List of achievements
- ☐ Other (document upload)

At least 1 choice must be selected.

## Referee Contact Details

### Referee 1

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Referee 1 Relationship

### Referee 1 Primary Address

Address

<input type="text"/>
<input type="text"/>

### Referee 1 Primary Phone Number



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Must be an Australian phone number.

### Referee 1 Primary Email

Must be an email address.

### Website Link

Please provide a link to the website

### Certificates or records of achievements

Please upload any certificates or records of achievements.

### Upload document

Attach a file:

### List of achievements

### Please describe your achievements

### Other (document upload)

### New Question

Attach a file:

## Previous Support

\* indicates a required field

### Previous support

**Has the applicant(s) had previous financial support from the Town of Port Hedland?**

☐ Yes

☐ No

☐ I don't know

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### Details of Previous Support

**What year did you last receive support? \***

**What was the name of the activity, event or project? \***

**Did you complete and submit the required acquittal form? \***

- ☐ Yes  
☐ No  
☐ I don't know  
☐ Other:

### Bank Details

*\* indicates a required field*

#### Bank Details for Payment

**Bank Account \***

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

### Certification and Feedback

*\* indicates a required field*

#### Certification

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

Successful applicants will be required to act as a Town of Port Hedland Ambassador at one event as selected by the recipient within 12 months of being awarded the grant. This could mean volunteering at a Town of Port Hedland event or activity. Our Community Engagement Team will work with successful applicants to find an appropriate opportunity.

The Town of Port Hedland will reimburse successful applicant on completion of the acquittal process when all receipts and evidence of participation have been supplied.

**I agree \***

☐ Yes

☐ No

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**Name of applicant  
(or parent/guardian if  
applicant is under the  
age of 18) \***

Title

First Name

Last Name

**Date \***

Must be a date

### Applicant Feedback

You are almost finished completing your application. Before you review your application and click the **SUBMIT** button, please take a few moments to provide some feedback.

**Please indicate how you found the online application process:**

☐ Very easy      ☐ Easy      ☐ Neutral      ☐ Difficult      ☐ Very difficult

**How many minutes in total did it take you to complete this application? \***

Estimate in minutes i.e. 1 hour = 60 minutes

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**