

# Building Community Resilience Youth Mentoring Grants Program Application Guidelines 2010-12

The Building Community Resilience Youth Mentoring (YM) Grants Program is a pilot project to be launched in Victoria and New South Wales initially and will provide grants from \$5,000 to \$200,000 to help local communities take action to counter violent extremism within our society and to promote an inclusive and safe environment for Australia.

Applications **must** be submitted by 5.00pm Australian Eastern Daylight Savings Time, Friday 3 December 2010.

By the due date, applicants should provide:

- a) an original hardcopy application including supporting documents;
- b) two hard copies of their application; and
- c) one electronic copy of their application, in Microsoft Word format on a CD.

Hardcopies should not be stapled, ring-bound or placed in folders or sleeves.

Applications must be hand delivered or sent by mail to:

Building Community Resilience Youth Mentoring Grants Program  
Attorney-General's Department  
3-5 National Circuit  
BARTON ACT 2600

For enquiries, email the Building Community Resilience at: [bcrgrants@ag.gov.au](mailto:bcrgrants@ag.gov.au)

**THE DEPARTMENT MAY EXCLUDE LATE, INCOMPLETE OR FAXED APPLICATIONS**

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## SECTION 1 - KEY DATES &amp; GENERAL INFORMATION

Youth Mentoring Grants Program – Key Dates	
<b>12 November 2010</b>	Applications open
<b>3 December 2010</b>	Applications close
<b>6 December 2010 – 17 December 2010</b>	Applications assessed by the Attorney-General's Department
<b>4 January 2011 – 21 January 2011</b>	Successful and unsuccessful candidates notified  Funding agreements negotiated with successful applicants
<b>4 January 2011 – 21 January 2011</b>	Application feedback provided to unsuccessful applicants on request  No further feedback requests will be entertained beyond this date
<b>24 January 2011</b>	Projects funded under the YM Grants Program commence (provided funding agreement has been signed)
<b>1 June 2011</b>	Progress reports due
<b>1 June 2012</b>	Projects finalised  Final reports and evaluations due

**Application Form**

All applicants should apply for funding using the Application Form. The form is available at: <http://www.ag.gov.au/cve>.

**Important Points to Note**

- Applicants should be aware that grants made under the YM Grants Program will be for the period from 24 January 2011 to **1 June 2012**.
- An invitation from the Department to apply for YM grant funding for a project must not be taken as an assurance that any such funding will be provided for that project.
- If an applicant successfully obtains a YM grant, it must not assume that it will receive any YM or other Australian Government funding in subsequent years.

## Program Operation

Information about the YM Grants Program can be found at <http://www.ag.gov.au/cve>. Applications for YM grant funding will open on 12 November 2010 and close on 3 December 2010. All applications will be assessed on their individual merits and ranked against the assessment criteria in paragraph 4.2 of *Section 2 - Eligibility* of these guidelines.

### 1. Aim of the Building Community Resilience Youth Mentoring (YM) Grants Program

- 1.1. Australia has a long history of inclusion, multiculturalism and respect for cultural diversity. It is a society based on shared freedoms, tolerance, and a commitment to democratic values and principles. However, there are some youth that hold views that run counter to these principles, and some of these individuals may also be committed to supporting or engaging in acts of terrorism. The risk of extremists in Australia becoming radicalised to the point of being willing to use violence has been identified as a key issue of concern in the Australian Government's Counter-Terrorism White Paper, *Securing Australia, Protecting Our Community*.
- 1.2. As with many other social issues, communities can contribute to addressing these issues and the conditions in which they thrive. It is therefore important that all Australians work together to reject ideologies that may promote anti social behaviour including violence, extremist views, and disassociation from mainstream society, no matter where they arise or to what purpose they aspire. However, while the vast majority of Australians reject such behaviour, they may not have the tools and information necessary to challenge it.
- 1.3. Youth mentoring plays an important role in addressing and countering the above views. The aim of the YM Grants Program is therefore to promote resilience at the individual and community level, and to participate constructively in Australian society by supporting projects that assist youth to disengage from ideologies of violent extremism. This program complements existing Australian Government and State and Territory programs designed to promote social cohesion, and will:
  - provide mentoring to individuals that are identified as most vulnerable to violent extremist views;
  - equip communities, especially youth, with the skills and resources to actively address intolerance and discourage violent extremist views;

- reinforce the important role youth play in the community in addressing and countering issues around violent extremist views; and
  - educate communities and individuals about countering violent extremist views and the avenues available to support them.
- 1.4. Applicants may propose projects that engage young people in a range of ways, such as enhancing their public speaking skills, encouraging and facilitating their participation in democratic processes and developing their ability to one day become mentors themselves.

## **2. Amount and Duration of Funding**

- 2.1. Applicants can apply for between \$5,000 and \$200,000 of YM grant funding. YM grant funding will be provided to successful applicants from 24 January 2011, once the applicant has signed a YM Grants Program funding agreement.
- 2.2. If a successful applicant is registered for GST and GST is payable by the applicant on the YM grant funding that it receives, the Department will increase the amount of the applicant's GST exclusive YM grant funding by 10% to cover the GST payable.
- 2.3. Applications for YM grant funding of amounts of over \$200,000 will not be considered.
- 2.4. YM grant funding is **non-recurrent** and each YM grant funded project must be completed **by 1 June 2012**.

## **SECTION 2 - ELIGIBILITY**

### **3. Suitability for grant funding**

- 3.1. Below is a list of **mandatory items** that must be satisfied or completed in order to be eligible for YM grant funding:
- the applicants must complete the Application Form released with these Guidelines (copies of the form can be downloaded from the Attorney-General's Department website at <http://www.ag.gov.au/cve>)
  - an applicant must, at the time of its application, be:
    - a not-for-profit organisation; or

- an association incorporated in the State or Territory in which it will carry out the proposed project<sup>1</sup>; or
- a local government organisation (see Part 2.2 of the Application Form)
- if an unincorporated association wishes to obtain YM grant funding for a project, it must seek the agreement of one of the legal entities specified in paragraph 3.1 of these Guidelines to sponsor the project
- the legal entity referred to above must then be the entity which applies for YM grant funding for the project and, if successful, enters into a YM Grants Program funding agreement with, and be responsible to, the Australian Government for the proper expenditure of the YM grant funds and the completion of the project
- the proposed project must be within \$5,000 and \$200,000 (GST exclusive) (see Part 2.5 of the Application Form)
- the applicants must **not** be one of the following:
  - individuals;
  - political organisations;
  - any Australian Government or State or Territory government agency; or
  - commercial and for-profit organisations.
- the applicant must **not** seek funding for the following:
  - academic research;
  - political party campaign activities;
  - activities that are currently in progress (i.e. are already being funded and are not complete);
  - projects that duplicate existing activities by other organisations;
  - projects involving the purchase of major capital equipment (valued at more than \$5,000 excluding GST) or the conduct of capital works; or

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<sup>1</sup> For details about incorporation as a not-for-profit company or as an incorporated association, please visit the Australian Securities and Investments Commission (ASIC) website: <http://www.asic.gov.au/>

- the general operational or administrative costs of the applicant organisation or another organisation (however, funding may be provided for administrative expenses that are directly and exclusively associated with the proposed project).

3.2. The Department may exclude applicants from the evaluation process which:

- have failed to supply their legal name, i.e. the name that appears on all official documents or legal papers (see Part 2.1 of the Application Form)
- have failed to provide their contact details and organisational details for two referees who can provide information about the Applicant and, where applicable, details of previous funded projects that the Applicant has managed (See Parts 2.3 and 13 of the Application Form) and
- have failed to ensure that their Declarations are signed by a person who has legal authority to represent, and sign documents on behalf of, the Applicant (see Parts 2.4 and 14 of the Application Form);
- have not fulfilled all of their requirements, including financial acquittal and evaluation requirements, under a previous Australian Government, State, Territory or local government funding agreement; and
- an Australian Government or State, Territory or local government agency has withdrawn funding from the applicant due to performance issues and/or breach of contract.

3.3. If the Department considers that there are unintentional errors of form in an application, the Department may invite the applicant to correct or clarify the error.

#### **4. Eligibility criteria**

##### *Purpose*

4.1. The Department will assess applications based on the information contained in the Application Form and any relevant supporting information (see paragraph 7 of these Guidelines). Applications will be assessed to determine which of them will allow the Australian Government to best achieve value with public money through application of the evaluation criteria listed below. Each of the evaluation criteria listed below has a corresponding section in the Application Form which, once completed, will be the basis for assessing the suitability of the

proposal for the grants program. The corresponding sections in the Application Form are highlighted in the square brackets.

4.2. The following evaluation criteria will be applied by the Department in assessing applications:

a) ability of the proposed project to achieve **one or more** of the following objectives in a youth mentoring context [see Section 5.1 of the Application Form]:

- provide a mentoring program tailored to young people that are identified as 'at risk' and/or living in vulnerable communities;
- create opportunities to work with young people who are disengaged and may be prone to intolerant or violent extremist views or ideologies by providing a safe and supportive environment;
- promote an understanding amongst young people of the negative impacts of violent extremist views on society and individuals;
- encourage and facilitate opportunities including the provision of training and development of appropriate mentoring skills for those who want to mentor young people;
- demonstrated relevant experience with, or commitment to, mentoring best practice;
- provide opportunities to positively impact on other vulnerable people not directly involved in the project, and provide positive role models for the broader community; and
- promote the linkages between local communities, government and non-government entities in building community resilience in order to counter anti- social and violent extremist points of view.

(Note: 'young people' refers to people below the age of 30)

b) demonstrated clear need for the proposed project, including the implications of the project not going ahead [see Section 5.2 of the Application Form];

c) demonstrated community involvement in, or support for, the project and demonstration that young people have been or will be involved in the development, management and evaluation of the project [see Section 5.3 of the Application Form];



- d) how the project will be evaluated by the applicant [see Section 5.4 of the Application Form];
  - e) total cost of the project (GST exclusive) [see Parts 7 and 8 of the Application Form];
  - f) demonstrated experience in performing activities that are the same or similar to the proposed project or in working collaboratively with the community in which the proposed project will take place [see Section 5.5 of the Application Form]; and
  - g) demonstrated project management experience, including the organisational capacity (i.e. organisational constitution or organisational structure) and financial capacity (i.e. financial statements) to deliver the proposed project [see Section 5.6 of the Application Form].
- 4.3. The applicant is entirely responsible for the accuracy of all information submitted. If an applicant is found to have knowingly provided false or misleading information, the Department may rule the applicant's proposed project ineligible.

### **SECTION 3 – APPLICATION AND ASSESSMENT**

#### **5. Application Process**

##### *Completing the Application Form*

- 5.1. Applications must be submitted by 5.00pm Australian Eastern Daylight Savings Time, Friday 3 December 2010.
- 5.2. By the due date, applicants should provide:
  - an original hardcopy application including supporting documents;
  - two hard copies of their application; and
  - one electronic copy of their application, in Microsoft Word format on a CD.
- 5.3. Hardcopies should not be stapled, ring-bound or placed in folders or sleeves.
- 5.4. Applications must be hand delivered or sent by mail to:

Building Community Resilience Youth Mentoring Grants Program  
Attorney-General's Department  
3-5 National Circuit  
BARTON ACT 2600

- 5.5. In completing the Application Form, applicants are asked to keep the following requirements/guidance in mind:
- All parts of the Application Form should be completed;
  - Supporting information, where relevant, should be submitted with the Application Form (see paragraph 7 of these Guidelines);
  - Some sections specify a maximum word limit: responses should be shorter than the word limit indicated in the relevant sections of the Application Form;
  - Incomplete and/or late applications may be excluded from the assessment process; and
  - Handwritten applications may be excluded from the assessment process.

*Further information or assistance*

- 5.6. Further information about the YM Grants Program application process can be obtained by contacting the Department via [bcrgrants@ag.gov.au](mailto:bcrgrants@ag.gov.au). The responses to any questions raised by applicants will be posted periodically on the Attorney-General's Department website at <http://www.ag.gov.au/cve>.

**6. Supporting Documentation**

- 6.1. In addition to the Application Form, applicants should submit the following (if relevant):
- all necessary planning and other approvals for their proposed project (see paragraph 13 of these Guidelines);
  - evidence of the types of insurance held by the applicant (see paragraph 14 of these Guidelines);
  - evidence of incorporation (see Part 3.3 of the Application Form);
  - evidence of the Applicant's governance structures and financial security (see Section 5.6 of the Application Form);

- one copy of an audited financial statement for the previous financial year OR an audited profit and loss statement for the previous financial year **for projects over \$20,000** (GST exclusive) (see Part 9 of the Application Form).

6.2. These documents have been summarised in the Applicant Checklist at the back of the Application Form.

## **7. Project Evaluation**

7.1. Applicants should include an outline of the evaluation and monitoring plan for their proposed project in their Application Form (see Section 5.4 of the Application Form). In preparing this outline, applicants should refer to the performance evaluation template as a guide to the evaluation requirements of the Department.

7.2. **Important:** the performance evaluation template does not need to be completed and submitted with the Application Form. It is a guide only. The template will need to be completed by the successful applicants after the project has commenced. It is also worth noting that the actual format of the template may change and there is no guarantee that its format will be the same when the successful applicants are required to fill it out.

7.3. A copy of the template can be obtained or requested through the following options:

Online: <http://www.ag.gov.au/cve>

Email: [bcrgrants@ag.gov.au](mailto:bcrgrants@ag.gov.au)

By mail: Building Community Resilience Youth Mentoring Grants Program  
Attorney-General's Department  
3-5 National Circuit  
BARTON ACT 2600

## **8. Assessment Process**

8.1. Applications will be assessed by the Grants Assessment Team which will be constituted within the Department and will include the relevant State and Territory representatives. The assessment will be conducted during December 2010.

8.2. Applications for YM funding will be assessed by the Department on their individual merits, based on the evaluation criteria outlined in paragraph 4.2 of

*Section 2 - Eligibility*, to determine which applications will best allow the Australian Government to achieve value with public money. All of the criteria in paragraph 4.2 (serials a to g) should be addressed, as they are weighted evenly.

- 8.3. **Important:** All proposals, regardless of the total project cost, will be assessed against the same criteria, and ranked against each other (i.e. the grants program is not split into separate streams depending on the project cost sought).
- 8.4. Each application for YM grant funding will be ranked against all other applications for YM grant funding that the Department receives. Applications that best align with the assessment criteria in paragraph 4.2 will have a greater likelihood of being funded.
- 8.5. The Department will then provide advice on the results of its assessment to the Attorney-General, who will make the final funding decision at his discretion.
- 8.6. All applicants will be notified in writing about the outcome of their application at the completion of the assessment process.
- 8.7. A complete list of grant recipients will also be published on the Attorney-General's Department website.
- 8.8. In the event that no suitable applications are received to address an identified need, the Department may approach organisations and enter into Funding Agreement.

## **9. Unsuccessful applicants**

- 9.1. Unsuccessful applicants may request feedback about their applications starting from 4 January 2011.
- 9.2. Unsuccessful applicants may request a review of the decision not to award YM grant funding for the applicant's proposed project until 21 January 2011. No request of review will be entertained beyond this date.

## **SECTION 4 – TERMS AND CONDITIONS OF GRANT FUNDING**

### **10. Obligations of Successful Applicants**

#### *Funding Agreements*

- 10.1. Successful applicants will be required to enter into a legally binding YM funding agreement with the Department. This funding agreement will set out the terms,

conditions and arrangements under which the YM grant funding is to be provided, received, managed and acquitted.

- 10.2. Funding agreements provide an opportunity to clearly document the expectations of both parties regarding the delivery of the proposed project, including project deliverables, payment arrangements, reporting requirements and the return of unused funds.
- 10.3. Under the funding agreement, successful applicants will be responsible for managing the funded project within agreed timelines, and for monitoring, reporting and acquitting the YM grant funding (see Section 5 of these Guidelines).
- 10.4. Payments of YM grant funding under a YM Grants Program funding agreement will be linked to achievement of project milestone and/or the provision of deliverables (e.g. progress and final reports) to the Department.
- 10.5. The form of the YM Grants Program funding agreement depends on the amount of the YM grant funding an applicant requests and the risk posed by the proposed project. Unless the Department considers that the risks posed by a proposed project requires the use of a more detailed agreement:
  - a) applicants who request YM grant funding of between \$5,000 and \$20,000 (GST exclusive) will be required to sign a funding agreement in the form of a letter of offer;
  - b) applicants who request YM grant funding of between \$20,001 and \$50,000 (GST exclusive) will be required to sign a short form funding agreement; and
  - c) applicants who request YM grant funding of between \$50,001 and \$200,000 (GST exclusive) will be required to sign a long form funding agreement.
- 10.6. Applicants will be required to sign the YM Grants Program funding agreement that the Department provides to it by 21 January 2011, or the offer of YM grant funding will lapse.
- 10.7. Successful applicants will be required to complete their funded projects **by 1 June 2012**.
- 10.8. Changes to the terms of the YM Grants Funding Program funding agreement will only be considered in exceptional circumstances.
- 10.9. The Department may rule to terminate a funding agreement if the applicant is found to have knowingly provided false or misleading information.

## 11. Privacy Conditions

- 11.1. Applicants should be aware that if they are successful, Australian Government policy requires the Department to publish information about the applicant, its project and the allocated funding on the Department's website.
- 11.2. Published information includes, but is not limited to:
- The name of the funding recipient;
  - The amount of funding received;
  - The term of the funding agreement; and
  - A summary of project and the location of the funded project.
- 11.3. The Department is required to publish the above information on its website if the applicant is awarded funding.
- 11.4. If an applicant has concerns about grant information being published, they should raise these concerns with the Department in their application. If the application is successful the Department will consider the concerns raised by the applicant in determining whether to publish that information on its website.
- 11.5. The Department may release information contained in a grant application where required under the *Freedom of Information Act* and may also provide that information to other Commonwealth departments, government organisations, assessors, regional counter violent extremism bodies, members of parliament, the media and other stakeholders for the purposes of assessing the applications, providing education or publicising projects, and for administering funded projects and the YM Grants Program.
- 11.6. Successful applicants will be expected to have obtained the necessary paperwork to verify they have sought planning approvals and insurance, if appropriate, prior to signing the funding agreements.

## **12. Planning Approvals**

- 12.1. Successful applicants will be required to obtain all necessary planning and other approvals for their proposed project, including the permission of any owner or manager of land or premises at which the proposed project is to be performed (see Part 4.7 of the Application Form).

## **13. Insurance**

- 13.1. Successful applicants will be required to take out and maintain various forms of insurance for the duration of their projects, including public liability insurance, workers' compensation insurance and, depending on the nature of the project, professional indemnity insurance and building contents insurance. Specific insurance requirements will be detailed in the funding agreement that the Department provides to the successful applicant (see Part 10 of the Application Form for more detail).
- 13.2. Where the successful applicant is a volunteer organisation, the Department will require criminal or police record check as part of the Department's volunteer screening process, which must be obtained by the Applicant. A police check will be required if a volunteering role involves:
- working with vulnerable individuals, including children;
  - financial duties, especially those involving access to bank accounts; and
  - driving duties.

## **14. Conflict of Interest**

- 14.1. A 'conflict of interest' means any matter, circumstance, interest or activity involving or affecting the applicant, its personnel or a proposed subcontractor which may or may not appear to impair the applicant's ability to perform the proposed project diligently, fairly and independently. In the Declaration (Part 14 of the Application Form), applications should list any potential or existing conflicts of interest for the Applicant and all related personnel.
- 14.2. Successful applicants will be required to ensure, having made reasonable inquiries at the date of signing a funding agreement with the Department, that to the best of their knowledge the applicants have no conflict of interest and that

no such conflicts are likely to arise in the applicants' performance of their funding agreements.

### **15. Compliance with Laws and Policies**

- 15.1. Applicants must comply with all relevant statutes, regulations, by-laws and requirements of any Commonwealth, State, Territory or local authority. For example, if successful applicants are required to work with youth under 18, they must apply for a Working With Children (WWC) Check from their respective state.

## **SECTION 5 – MONITORING AND REVIEW**

### **16. Monitoring Frameworks**

- 16.1. The Department is required to monitor successful applicants' expenditure of YM grant funding. This provides a measure of assurance that public funds allocated to grant recipients have been spent for their intended purpose.
- 16.2. The YM funding agreements require a YM grant recipient to advise the Department as soon as they become aware of:
- a) the use of YM grant funds for a purpose contrary to the terms and conditions of the funding agreement;
  - b) any changes in the status and/or competence of the YM grant recipient that could adversely affect their ability to complete the funded project in accordance with the funding agreement;
  - c) any litigation or other proceedings involving the grant recipient; and
  - d) any variations to the funded project that the Department has not previously approved; and
  - e) any prospect of the grant recipient receiving any other funding for the project or a similar activity.

### **17. Project Reporting**

- 17.1. Grant recipients will be required to submit a progress report during the performance of its YM project. Grant recipients will also be required to submit a final report regarding the outcomes of the project on its completion.



- 17.2. The progress report will be due by **1 June 2011** and the final report is due by **1 June 2012**.
- 17.3. Throughout the duration of the project, the Department may require the grant recipient to provide ad hoc reports within timeframes negotiated as part of the funding agreement.
- 17.4. The payment of grant funds will be subject to the grant recipient having submitted, to the Department's satisfaction, all reports due prior to the date of that payment.
- 17.5. Further details about a YM grant recipient's reporting requirements will be specified in its YM funding agreement.

## **18. Acquittal**

- 18.1. Under the *Financial Management and Accountability Act 1997*, the Department is required to ensure that each grant that it administers is used for its intended purpose. A YM grant recipient will therefore be required to provide accurate, timely and adequate evidence to demonstrate that its YM grant funds have been expended in accordance with the grant recipient's funding agreement. Funding agreements will specify the recipient's acquittal requirements and the acquittal timeframes. This usually involves the grant recipient providing the Department with either:
  - a) a statutory declaration (with supporting documentation e.g. receipts) and a statement of the grant recipient's income and expenditure for the project that is certified by a person who is legally authorised by the grant recipient to represent, and sign documents on behalf of, the grant recipient (for projects for which YM grant funding of \$20,000 (excluding GST) or less is requested); or
  - b) an audited financial statement of the grant recipient's income and expenditure for the project for which YM grant funding of more than \$20,000 (excluding GST) is requested.
- 18.2. Grant recipients will be required to repay any YM grant funding to the Department that has either not been spent, or that has been spent other than in accordance with the funding agreement with the Department.

**Please keep a copy of your completed Application Form and any attachments for your records**

