

Community Grants Program

Child & Youth Inclusion Grant Guidelines FY 2023-24



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Frankston City Council values and supports young people. The Child & Youth Inclusion (CAYI) Grant aims to support young people in participating in formal education and recreational programs and activities.

Funding supports the inclusion of the following Frankston residents who are experiencing financial disadvantage:

- **Education & Pathway:** 12-24 year olds who do not have the financial means to purchase required materials and equipment, or cover course fees for formal education, training and career aspirations.
- **Recreation:** 5-18 year olds who do not have the financial means to pay for compulsory fees and/or uniform to participate in recreational activities within Frankston municipality (e.g. school camps, sporting activities, creative activities including dance, music or art) with not-for-profit group/club

Funding

- **Education & Pathway:** Up to \$600
- **Recreation:** 75% of fees or up to \$200

If approved, Council will pay the provider directly for item or services on receipt of invoice; not the applicant, parent or guardian.

Applying for the CAYI Grant

Applications must be submitted online via SmartyGrants, visit

<http://frankston.smartygrants.com.au>

Timeframes

This grant is open from 17 July 2023 and will have several rounds until funds are exhausted **or** by May 16 2024.

- Each round opens: 17th of each month
- **Each round closes:** 16th of the following month
- **Applications notified:** By the end of the month the round closes.

Please see last page for specific round dates.

Eligibility

Applicants must:

- Be an individual who is a **resident or student of Frankston municipality**
- Be a person **experiencing financial disadvantage** who holds or named on a health care or pension concession card. Other supporting evidence of financial hardship and identification may be considered as part of the application on a case-by-case basis.
- Clearly **express the benefits** of the item/service in their application.

Education and Pathway

- Be aged between **12-24 years**
- Applying for **materials, equipment or course fees that are required for school, training and/or career aspirations** for education and pathway related activities

Recreation

- Be aged between **5 and 18 years**
- Applying for **compulsory club fees or uniform* costs at a not-for-profit recreational club** or group that is **based in Frankston municipality** for recreation related activities.

*Uniform must be purchasable from the club.

Funding will not be considered for:

- Previous CAYI Grant recipients for the same funding stream within the same financial year (assistance can be provided for more than one family member per financial year)
- Recreational activities that are based outside of Frankston municipality (Education & Pathway activities can be outside of Frankston City)
- Retrospective funding for purchases/activities that have already been completed
- Funding for leased items
- Activities or items where the service provider has received other Council funding in the same financial year (e.g. applicant applying for uniform from a club receiving funding to purchase uniforms)
- Requested item or service that would otherwise be covered by another funding source, such as Federal or State Government
- Service provider who has not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed accountability form for previous year's community grants)
- Applicant is a staff member, immediate family member, Councillor or contractor to Frankston City Council (any exemptions in

unique circumstances would require approval from the Director Communities, and necessitate all Disclosure of Interest requirements are met).

Required attachments

- **Evidence of financial hardship:** Health care or pension concession card. Other supporting evidence of financial hardship and identification may be considered as part of the application on a case-by-case basis.
- Either or both
 - **If a resident, proof of residency in Frankston City Council** (e.g. Health Care Card)
 - **If not a resident but a student, proof of enrolment** at Frankston City Council based education provider

Education and Pathway

- **Evidence of costs of items or fees** associated with education and/or career pathway.

Recreation

- **Proof of compulsory fees or compulsory uniform costs** to participate

Optional attachments

- Letter of support from the applicant's school or provider is highly regarded.

Assessment Process

Applications are reviewed and assessed on a monthly basis.

Eligible grant applications will be assessed in accordance with the eligibility outlined in these guidelines and assessed by the responsible person(s) outlined in the Community Grants Policy.

Additional conditions for successful applicants

Education and Pathway related activities

- Once approved for education or training course, applicants must **join their nominated school, TAFE or University within 12 months** of notification of successful grant
- Providers must either
 - **have an Australian Business Number**
 - if without an ABN, **willing to complete an Australian Taxation Office's Statement by a Supplier.**
- **Service/item provider must provide Council with an invoice by June 30** of the same financial year. Invoices not received prior to June 30 will be forfeited.

Recreation related activities

- Once approved for a recreational activity, applicants **must join their nominated club within 8 weeks** of notification of successful grant
- Providers must **provide Council with an invoice within 8 weeks of notification or by 30 June 2024** (whichever is sooner)
- Providers are required to **complete an accountability form by 30 June 2024.** Accountability form must provide information that the grant was expended in line with the requested

expenditure. Council may accept extension for this requirement on a case by case basis. Request for extension must be sent in writing to the applicable Council officer, outlining the reason for the extension and any substantial changes to their funding activity throughout the funding period.

General

- Council will **pay the service provider directly** for item or services on receipt of invoice from the provider; not the applicant, parent or guardian
- Applicant must **notify Council and make application (via Grant Variation Request Form) for any substantial changes** to their funding activity throughout the funding period.
- Providers must **return to Council any unspent or contractually uncommitted funds by the completion of the financial year** for which the grant was given, where such funds equal 5% or more of the original grant provided and total \$50 or more.
- Unexpended or uncommitted funds of **less than \$50 will be foregone by Council.**
- **Unexpended or uncommitted funds will not be reallocated** to new activities unrelated to the original purpose of the grant in the same funding period, **or into the subsequent financial year** without prior approval by Council.

Timeline (Continued)

Note that this grant will close regardless of the dates outlined below, once funds are exhausted or by May 31 2023.

Round	Opens	Closes	Applicant Notified By*
1	17 July 2023	16 August 2023	31 August 2023
2	17 August 2023	16 September 2023	30 September 2023
3	17 September 2023	16 October 2023	31 October 2023
4	17 October 2023	16 November 2023	30 November 2023
5	17 November 2023	16 December 2023	31 December 2023
6	17 December 2023	16 January 2024	31 January 2024
7	17 January 2024	16 February 2024	29 February 2024
8	17 February 2024	16 March 2024	31 March 2024
9	17 March 2024	16 April 2024	30 April 2024
10	17 April 2024	16 May 2024	31 May 2024

* Council has the right to change the *Applicant Notified By* dates as needed

Support Available

Contact	Assistance with	Contact
Community Grants and Network Officer	General enquiries and advice regarding grants under Community Grants Program	(03) 9784 1035 communitygrants@frankston.vic.gov.au
Frankston Youth Service	Enquiries regarding services and supports for young people who live, work and/or study in the Frankston municipality.	(03) 9768 1366 youthcentral@frankston.vic.gov.au
Recreation Team	General enquiries regarding available sport & recreation clubs in Frankston City	1300 322 322 leisureservices1@frankston.vic.gov.au List of sport & recreation clubs: https://www.frankston.vic.gov.au/Things-To-Do/Recreation-and-Leisure/Sport-and-Recreation-Clubs
SmartyGrants Support Team	Technical issues with SmartyGrants website	(03) 9320 6888 service@smartygrants.com.au