

Community Grants Program

Child & Youth Inclusion Grant Guidelines FY 2022-23



opportunity >> growth >> lifestyle

Frankston City Council values and supports young people. As part of the [2021-2025 Frankston City Council Plan and Health and Wellbeing Plan](#), 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)

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.

TIMEFRAMES

- Applications Open: 1 August 2022
- Applications Close: Once funds are exhausted or by May 30 2023 (whichever is sooner)

- Applications notified: Usually within 2 weeks after the end of the month the application was submitted (e.g. August applications will be notified mid-September)

Eligibility

Applicants must:

- Be a Frankston municipality resident or student
- Be a person experiencing financial disadvantage who holds a health care or pension concession card. Other supporting evidence of financial hardship 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. Letter of support from the applicant's school or service provider is highly regarded.
- Be aged between 12-24 years and applying for materials, equipment or course fees that are required for school, training and/or career aspirations for education and pathway related activities.
- Be aged between 5 and 18 years and applying to a not-for-profit recreational club or group that is based in Frankston municipality for recreation related activities

Funding will not be considered for:

- Previous CAYI Grant recipients for the same activity within the same financial year (assistance can be provided for more than one family member per financial year)
- The requested recreational activity is based outside of Frankston municipality (education or training activities can be outside of Frankston City)
- Retrospective funding for purchases/activities that have already been completed
- Funding for leased items
- Service provider is receiving other Council funding for the activity or item (e.g. applicant applying for uniform from a club receiving funding to purchase uniforms)
- Requesting funding that would otherwise be covered by another funding source, such as Federal or State Government
- Service provider 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).

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.

Required attachments

- Either:
 - Health care or pension concession card
 - Other supporting evidence of financial hardship may be considered as part of the application on a case-by-case basis.

Optional attachments:

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

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

Recreation related activities

- Once approved for a recreational activity, applicants must join their nominated club within 8 weeks from the date of approval

General

- Council will pay the service provider directly for item or services on receipt of invoice; not the applicant, parent or guardian
- 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.
- Service provider are required to complete an accountability form within 12 months of receiving the funding. 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.

- Notify Council of any substantial changes to their funding activity throughout the funding period
- Return to Council an 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 grant's delegate.

Support Available

Contact	Assistance with	Contact
Community Grants and Network Officer	General enquiries and advice regarding 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
SmartyGrants Support Team	Technical issues with SmartyGrants website	(03) 9320 6888 service@smartygrants.com.au