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Youth Week WA Annual Grants Program 2025-26

Guidelines

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Guidelines

All applications for the Youth Week WA Grants Program 2025-26 must be submitted through SmartyGrants by the advertised closing date and time below to be eligible for assessment.

Applicants will be advised the outcome of their application by the end of January 2026.

Submitting an application

Closing Time: 3.00pm

Closing Date: Wednesday, 8 October 2025

Late applications will not be accepted, as the SmartyGrants portal will automatically close at the advertised closing time. We strongly recommend submitting your application well before the deadline to avoid any last-minute issues.

Applications **must** be submitted on **SmartyGrants**.

Once your application has been submitted through SmartyGrants, you will receive an automated email confirmation acknowledging receipt. This email will include a copy of your submitted application and a reference number for future correspondence. If you do not receive this confirmation email within a short time after submission, please check your junk or spam folder. If no confirmation is received, please contact Department of Communities as it is likely your application has not been fully submitted.

About the program

Youth Week WA will be held 10 to 16 April 2026 and celebrates the positive contributions of young people within our community. It provides young people aged 10-25, and their communities with an opportunity to organise events that:

- raise issues, ideas and concerns of young people and explore possible solutions;
- profile the role of young people in the community;
- showcase the talents and creativity of young people;
- provide opportunities for young people to develop entrepreneurship skills through the sale of their own products (including food, art, fashion and eco-friendly sustainable items)
- provide opportunities for organisations to fundraise, providing any money raised is used to fund other events, activities and initiatives that benefit young people; and
- encourage young people to engage with other community sectors including carers and volunteers, etc.

This Grants Program seeks to provide funding contributions towards events and activities organised specifically during Youth Week WA. If your organisation is seeking funding opportunities to celebrate young people at any other time of the year, alternative funding opportunities will need to be sourced.

Communities coordinates Youth Week WA and is responsible for administering the Youth Week WA Grants Program, including providing advice and promotional opportunities to event organisers.

Funding available

The Youth Week WA 2025-26 Grants Program has a total funding pool of \$125,000 (exc. GST).

Funding of \$75,000 (exc. GST) is available for applications which align with the below maximum grant values:

Grants of up to \$1,500 (exc. GST) are available for eligible organisations to deliver small-scale events with a limited amount of participants including (but not limited to) workshops, pop-up markets and talks.

Grants of up to \$3,000 (exc. GST) are available for community-wide events, delivered through collaborative community partnerships that are actively involved in the planning and delivery of the project including (but not limited to) networking events, community gatherings or a program of small-scale events.

Funding of \$50,000 (exc. GST) is available for applications which align with the below maximum grant value:

Grants of up to \$10,000 (exc. GST) are available for the delivery of medium-scale events with a larger amount of participants, including (but not limited to) conferences, forums, exhibitions, sporting tournaments and festivals.

If any grant funding remains unallocated from the grants of up to \$10,000 category, remaining funding will be used to increase the total available budget for grants valued at up to \$3,000 or up to \$1,500 until the total funding pool of \$125,000 (exc. GST) is exhausted.

Organisations are only allowed to submit one application to the Grants Program per year. If your organisation is an auspice on behalf of an unincorporated organisation, you are still able to also submit an application for your own organisation and be an auspice for multiple unincorporated organisations.

Grant funding may be used for:

- Transport
- Equipment and venue hire
- Food and non-alcoholic beverages
- Minor administration costs such as postage, phone, stationery, etc.
- Purchase of minor equipment
- Resources created through the project
- Consumable items
- Publicity, advertising, communications and marketing
- Facilitator and consultant fees directly related to the event
- Wages directly related to the project

What cannot be covered by grant funding:

- Infrastructure and capital equipment
- Operational staff wages and other ongoing operating costs of the organisation or costs not directly related to project
- Prizes and gifts, including cash
- Interstate and overseas travel
- Retrospective costs (any money spent before a grant is approved)
- Projects involving fundraising, unless the funds raised are expended on other events, activities and initiatives that support young people

- Projects that duplicate an existing or similar project or service within the community
- Projects that are traditionally funded through other sources (e.g. school activities or sporting/cultural events)
- Projects that could be delivered through an existing service agreement or grant agreement the organisation has with Communities.

Assessment criteria

Each application will be assessed against the following criteria:

- The event or activity will be held during Youth Week WA 2026, 10 to 16 April 2026, except where a valid rationale or extenuating circumstance where an alternate date has been approved by Communities.
- The application demonstrates how young people are involved in the planning and implementation of the event.
- The event acknowledges and celebrates the positive contribution that young people make to their local communities.
- The project provides opportunities for young people, aged 10-25, to raise issues of importance or concern to them and explore possible solutions.
- The project provides opportunities for young people to showcase or develop their skills and talents. This can include entrepreneurship opportunities for young people to sell their own products (including food, art, fashion and eco-friendly sustainable items) for profit at events.
- Evidence of sound planning and the organisation demonstrates ability to manage the project, including clearly defined project outcomes and evaluation measures to determine the effectiveness of the initiative.

Ensuring value for money is a key consideration applied against all applications.

After meeting the core assessment criteria, Communities may also prioritise applications to:

- ensure funding for events is allocated evenly across Western Australia, based on geographic location,
- ensure a broad range of projects in different areas of interest (including arts and crafts, STEM, sports and recreation, wellbeing and entrepreneurship) across Western Australia are supported,

- fund innovative approaches to achieve the program's priority areas, support projects that are delivered in collaboration with other organisations, and
- to support organisations who have not recently been funded under this program.

In addition, successful applications will deliver inclusive initiatives that support and/ or are accessible for vulnerable or marginalised cohorts in the community including:

- Aboriginal and Torres Strait Islander young people
- Culturally and Linguistically Diverse (CaLD) young people
- Young people in regional, rural or remote Western Australia
- Young carers
- Young people with disability, neurodivergent young people
- Young lesbian, gay, bisexual, transgender, intersex, queer/questioning and asexual (LGBTIQA+) people.

Who can apply:

Eligible organisations must be:

- an incorporated not-for-profit community organisation operating within Western Australia; or
- a local government authority; or
- an unincorporated organisation or community group, applying through the auspice of an incorporated body or a local government authority. The auspice organisation will assume administrative responsibility and accept and adhere to all terms and conditions of the grant, maintain financial records and provide reporting information for successful applications. Grant funds will be paid to the auspice organisation, please refer to page 7 for further information on how to proceed using an auspice organisation.

A group or organisation is not-for-profit if its governing documents prohibit distribution of profits to individual members while the organisation is operating and upon its wind-up.

Who cannot apply:

Entities not eligible to apply for funding through this program include:

- Commonwealth or State Government agencies
- individuals

- commercial, for-profit organisations
- organisations that do not have an established service delivery presence within Western Australia
- unincorporated, community sector organisations (unless applying through an auspice who is an incorporated body or a local government authority)
- organisations located in the Indian Ocean Territories

Organisations that have outstanding acquittal or evaluation requirements from previous Communities' grant or program funding are ineligible to apply until the required documentation has been submitted. Please contact Communities if there are any queries about an organisation's acquittal status.

How to apply

1. Carefully read the Guidelines.
2. Complete online Application Form on SmartyGrants.
3. Upload any supporting documents, if required.
4. Ensure the application is reviewed and approved by the authorised delegate of the organisation.
5. Submit the application on SmartyGrants.

Late applications will not be accepted, as the SmartyGrants portal will automatically close at the advertised closing time. We strongly recommend submitting your application well before the deadline to avoid any last-minute issues.

Once your application has been submitted through SmartyGrants, you will receive an automated email confirmation acknowledging receipt. This email will include a copy of your submitted application and a reference number for future correspondence.

If you do not receive this confirmation email within a short time after submission please check your junk or spam folder.

If you still have not received confirmation, please contact Communities via email at grants@communities.wa.gov.au to confirm that your application has been successfully received.

Instructions for Unincorporated Groups Applying with an Auspicing Organisation

If your group is unincorporated, you must apply to the Grants Program auspiced by an eligible incorporated not for profit organisation or local government authority. You will be required to upload a signed and dated document provided by the auspice confirming the

arrangement into the Application Form on SmartyGrants. This may include a letter, agreement, or declaration signed by both parties, that clearly confirms approval for the auspice arrangement signed by their organisations Delegated Authority.

Please ensure you organise completion of this document in sufficient time to ensure your application can be submitted before the Grant Program closing time and date.

Assessment and notification

Applicants will be advised the outcome of their application by the end of January 2026.

All applications will be assessed against the criteria outlined above. All organisations that apply for funding will receive written notification regarding the outcome of their submission.

Successful applicants

Successful applicants will be required to:

- Provide activities and event detail information to Communities leading up to, and during Youth Week WA.
- Report on the activities undertaken, participants and partners, lessons learned, evaluation of effectiveness, and outcomes achieved.
- Provide a certified statement of income and expenditure for the funded project.

Reporting will include the requirement to provide event photographs and approval for these to be used by Communities for media and promotional opportunities.

Once the project is completed, the acquittal report must be submitted via SmartyGrants within two months of the project end date to meet the Grant Conditions.

Any unspent grant funds, or grant funds not expended in accordance with the grant program, must be returned to Communities.

Program Assistance

For any assistance related to this Grants Program please contact:

Wendy Di Renzo

Grants Assistant

Mobile: 0432 838 116

Email: grants@communities.wa.gov.au

Grant conditions

Grants provided through the Youth Week WA Grants Program are subject to the following terms and conditions:

1. The grant is to be used solely for the specified purpose approved by the Department of Communities (Communities) during the funding period.
2. Written approval must be sought from Communities for any request to vary the approved purpose of the grant or seek an extension to the funding period.
3. Any part of the grant that is not used in accordance with Condition 1 must be repaid to Communities unless prior written approval is obtained.
4. Should the activities for which the grant was approved cease or should the grant agreement be terminated due to a breach of the any of these Conditions, then:
 - (a) the balance of the grant, unspent in accordance with the approved purpose of the grant, must be repaid to Communities within ten business days; and
 - (b) any property acquired with the grant must be transferred to another not-for-profit organisation with similar objectives and purposes to the recipient organisation, upon approval by Communities.
5. Providing a grant does not entitle a recipient organisation to be provided any further funding than that specified in the grant agreement.
6. Communities will not be held responsible for the success of the approved purpose for which the grant is provided or for any losses or additional costs incurred that are associated with the approved purpose.
7. Any documents or information relating to the grant or the approved purpose must be provided to Communities within ten business days of the request.
8. All payment conditions and reporting requirements must be met, as specified by Communities.
9. The Auditor General for the State of Western Australia, or an authorised representative, must be granted access to, and be permitted to examine, records and information concerning this grant.
10. All Local, State and Commonwealth laws applicable to the approved purpose must be abided by and complied with at all times.
11. Any project that involves working with children must ensure that the recipient organisation and all employees and volunteers comply with the *Working with Children (Criminal Record Checking) Act 2004*. Please refer to the Working with Children Check website for further information www.workingwithchildren.wa.gov.au.
12. Communities is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the grant.
13. Recipient organisations are required to be appropriately incorporated and be responsible for ownership of the appropriate insurance policies. This includes, but is not limited to, Public Liability, Volunteer Insurance, Workers' Compensation, and Professional Indemnity.
14. An acknowledgement of funding assistance provided by Communities must be included in any advertising and on any material relating to the project by using the words 'Supported by the Department of Communities'.

15. Any individuals involved with the project must not be exposed to significant promotions for alcohol or unhealthy food and drinks during the term of the project.
16. Goods and Services Tax (GST)
- (a) For the purposes of Condition 16:
 - i. “GST” means the goods and services tax applicable to any taxable supplies, as determined by the GST Act;
 - ii. “GST Act” means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations; and
 - iii. The terms “supply”, “tax invoice”, “taxable supply”, and “value” have the same meanings as in the GST Act.
 - (b) If the supply of anything through this agreement is a taxable supply under the GST Act, the grant shall be inclusive of GST.
 - (c) If the parties agree that Communities will issue the recipient organisation with a recipient-created tax invoice (RCTI), then the parties hereby agree that:
 - i. Communities will issue a RCTI in respect of GST payable on the supply of the project and the recipient organisation will not issue a tax invoice in respect of that supply;
 - ii. The recipient organisation warrants that it is registered for the purposes of GST and Communities will notify the organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the term of the agreement; and
 - iii. Communities will indemnify and keep indemnified the recipient organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which Communities issues an RCTI under the grant agreement.
17. If any of the terms or conditions are breached by the recipient organisation, Communities may terminate the grant agreement at any time and without giving prior notice.

Special Conditions of Grant

1. If the Project involves working with children, the Organisation must ensure that all employees and volunteers comply with the *Working with Children (Screening) Act 2004*. Please refer to this website for further information, at: <https://workingwithchildren.wa.gov.au> or contact the Grantor by email, at screeningunit@communities.wa.gov.au.
2. If the Project involves Services that comprise or involve “child-related work” as defined in section 6 of the *Working with Children (Criminal Record Checking) Act 2004 (WA)*, the Service Provider agrees to:
 - i. implement the National Principles for Child Safe Organisations (<https://childdsafe.humanrights.gov.au/national-principles/downloadnational-principles>);
 - ii. provide training to ensure that all Associates are aware of and comply with the National Principles for Child Safe Organisations; and

- iii. provide evidence of compliance with the National Principles for Child Safe Organisations to the State Party as and when required.
- 3. Organisations will commit, under the Disability Services Act 1993 (WA) and in alignment with the Western Australian Disability Access and Inclusion Plan (DAIP) Framework, to ensuring equitable access and full inclusion of people with disability in the funded Project.