



Government of **Western Australia**
Department of **Communities**

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Youth Week WA Annual Grants Program 2026-27

Guidelines



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1 About the Grants Program

Youth Week WA will be held from 16 to 23 April 2027 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:

- support young people to express ideas, discuss important community issues and co-design local events;
- 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.

Department of Communities (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.

2 Funding Available

The Youth Week WA 2026-27 Annual Grants Program has a total funding pool of \$142,000 (exc. GST).

Category 1 – Youth Week WA Grants

A total of \$72,000 (exc. GST) is available. Eligible applicants may apply for:

- **Grants of up to \$1,500** (exc. GST) to deliver **small-scale events** with a limited number of participants, including (but not limited to) workshops, pop-up markets and talks across Youth Week WA.
- **Grants of up to \$3,000** (exc. GST) to deliver **community-wide events** 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 across Youth Week WA.

Category 2 – Youth Week WA Grants

A total of \$50,000 (exc. GST) is available. Eligible applicants may apply for:

- **Grants of up to \$10,000** (exc. GST) to deliver **medium-scale events** with a larger number of participants, including (but not limited to) conferences, forums, exhibitions, sporting tournaments and festivals across Youth Week WA.

Redirection of Unallocated Funding:

If funding remains unallocated within the **up to \$10,000 grants** category, the remaining funds may be used to increase the total available budget for **Category 1 Youth Week WA grants** (up to \$1,500 or \$3,000) until the funding pool is fully allocated.

Category 3 – Closing Event Grant (Metropolitan Event Only)

\$20,000 (exc. GST) is available for one eligible applicant to support the delivery of a **medium-scale, high-impact closing event** in the metropolitan area that is a celebration of young Western Australians delivered with co-design and input from young people on planning and implementation, provides young people with the chance to express ideas and discuss important community issues, and showcases young people's talents or provides attendees with an opportunity to develop their skills.

The Closing Event **must** be delivered within the metropolitan area on 23 April 2027, the final day of Youth Week. Applicants may apply for this Closing Event Grant even if they have submitted an application under Category 1 or Category 2.

Important:

- Only one organisation will be funded under Category 3.
- Organisations may still submit **one application** for a **Category 1 or 2 grant**, but if recommended as the successful applicant for the **Category 3 grant**, **no additional funding will be awarded** under the other grant categories.

2.1 Application Limits and Multiple Applications

2.1.1 Number of Applications

- Eligible organisations may submit:
 - one application for a **Category 1 or 2** Youth Week WA grant (**up to \$10,000, including \$1,500 and \$3,000**); and
 - one application for a **Category 3 (Closing Event) grant**.
- Organisations acting as an **auspice for unincorporated groups** may still submit **one application for their own organisation** and may auspice **multiple applications** for unincorporated organisations.
 - Please refer to [Section 5: Auspice Arrangements \(Unincorporated Groups\)](#) on page 6.

2.1.2 Funding Outcome Limitation

- Organisations will not be funded for both a **Category 3 Closing Event grant** and a **Youth Week WA Category 1 or 2 grant**.
- If an organisation is successful in receiving a **Category 3 Closing Event grant**, their Youth Week WA category 1 or 2 grant application will not be recommended for funding.

3 Who Can Apply

To be eligible to apply for a grant under the Youth Week WA Annual Grants Program 2026-27, eligible organisations **must** be operating fully within Western Australia **and** be:

- an incorporated not-for-profit organisation.
 - An organisation is considered not-for-profit where its governing documents prohibit the distribution of profits or assets to individual members, both while the organisation is operating and upon its wind-up.
- a local government authority; or
- an unincorporated organisation or community group applying through an eligible auspice organisation.

Unincorporated groups must apply through an **incorporated not-for-profit organisation or local government authority** acting as the auspice. The auspice organisation will:

- accept and adhere to all terms and conditions of the grant;
- assume responsibility for financial management of the grant;
- ensure the unincorporated group maintains financial records and meets reporting requirements; and
- receive and administer the grant funds on behalf of the unincorporated.

For further information on auspice arrangements, please refer to [Section 5: Auspice Arrangements \(Unincorporated Groups\)](#).

Communities welcomes applications from disability organisations, LGBTQIA+ organisations, and Aboriginal Community Controlled Organisations (ACCOs).

4 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); and
- 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 your organisation's acquittal status.

5 Auspice Arrangements (Unincorporated Groups)

If your group is unincorporated, you must apply to the Grants Program through an eligible incorporated not-for-profit organisation or local government authority acting as your auspice.

As part of your application, you will be required to upload a **signed and dated auspice arrangement letter** in your SmartyGrants application form. To ensure all required information is included, please complete the 'Auspice Letter Template' available via the download link below:

- **Download:** [Auspice Letter Template](#)

Please allow sufficient time to complete this document so your application can be submitted before the program closing date and time.

6 Eligible Use of Grant Funding

All expenses must be **directly related to the delivery of the funded project or event**.

Grant funding may be used for:

Event Delivery and Operations

- Transport
- Equipment and venue hire
- Facilitator and consultant fees directly related to the event
- Wages directly related to the project

Materials and Resources

- Consumable items
- Purchase of minor equipment
- Resources created through the project

Marketing and Communications

- Publicity, advertising, communications and marketing

Catering

- Food and non-alcoholic beverages

Administration (Minor Costs Only)

- Minor administration costs such as postage, phone, stationery, etc.

7 Ineligible Expenses

Grant funding cannot be used for the following:

Capital and Infrastructure

- Infrastructure and capital equipment

Organisational and Ongoing Costs

- Operational staff wages and other ongoing organisational costs
- Costs not directly related to the funded project or event

Prizes, Gifts, and Fundraising

- Prizes and gifts, including cash
- Fundraising activities, unless funds raised are used to deliver additional activities that directly support young people

Travel

- Interstate and overseas travel

Retrospective Funding

- Costs incurred before a grant has been awarded

Duplicate or Otherwise Funded Activities

- Projects that duplicate an existing or similar project or service within the community

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

8 Pre-requisite

For Category 3 grant only, closing event locations **must** be within the Perth Metropolitan area.

9 Assessment criteria

All applications will be assessed on value for money, and against the following criteria:

- For **Category 1 or 2 grants**: The event or activity will be held during Youth Week WA 2027, 16 to 23 April 2027, except where a valid rationale or extenuating circumstance for an alternate date has been approved by Communities.
- For the **Category 3 grant**: The closing event or activity will be held on 23 April 2027.
- The application demonstrates how young people are involved in the planning and implementation of the event.
- The project:
 - acknowledges and celebrates the positive contribution that young people make to their local communities; and/or
 - provides opportunities for young people, aged 10-25, to express ideas and discuss important community issues; and/or
 - 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.
- Attendance at the project is open for public registration/attendance and attendees do not incur a cost for registration or entry to the event.
- 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.

The assessment criteria have equal weighting, and the application will be assessed on its merit in its entirety.

All information provided in the Application Form, and any supporting attachments, will be reviewed by an independent evaluation panel against the assessment criteria outlined above.

After meeting the core assessment criteria above, 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.

10 How to Apply

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

11 Closing Date and Time

Closing Time: 3.00pm

Closing Date: Tuesday, 18 August 2026

Applications **must** be submitted on **SmartyGrants** by the advertised closing date and time above to be eligible for assessment.

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 a confirmation email shortly after submitting your application, please check your junk or spam folder.

If you still cannot locate the confirmation of receipt, please contact Communities via email at grants@communities.wa.gov.au to confirm that your application has been successfully received.

12 Outcome Notification

All applicants will be advised in writing of the outcome of their application by the end of December 2026.

13 Successful Applicants

All successful applicants will be notified in writing and provided with information on next steps, including payment arrangements, and reporting requirements.

All Category 1 and Category 2 grants will be awarded via a Grant Award Letter under the [Grant Conditions](#) detailed from pages 12-14 of these Guidelines.

Communities will develop a Grant Agreement with the Preferred Respondent for the Category 3 Closing Event Grant.

13.1 For Youth Week WA Grants (up to \$10,000, including \$1,500 and \$3,000)

Successful applicants are required to:

- provide activity and event details to Communities leading up to, and during, Youth Week WA;
- report on activities undertaken, participants and partners involved, lessons learned, evaluation of effectiveness, and outcomes achieved;
- Collect demographic data on attendees including on young people with a disability, from a culturally and linguistically diverse background, who identify as LGBTIQA+, young people at-risk, young carers, and young Aboriginal or Torre Strait Islander people; and
- provide a certified statement of income and expenditure for the funded project.

Reporting will also include:

- submission of event photographs; and
- granting permission for Communities to use these photographs for media and promotional purposes.

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

13.2 For Category 3 – Closing Event Grant (\$20,000)

As only one organisation will be funded under this category, the Closing Event is a key program milestone and will require a higher level of coordination with Communities compared to other grant categories. Communities will engage with the Preferred Respondent to develop a full Grant Agreement under different terms and conditions

The successful applicant will be required to:

- enter into a Grant Agreement with Communities;
- work closely with Communities on event planning and delivery;
- meet any additional reporting or coordination requirements during the grant agreement term as specified. This may include but is not limited to:
 - a project report on activities, participants, partners, challenges, and outcomes achieved and a final project report including project summary, findings and recommendations;
 - A financial acquittal report submitted via SmartyGrants upon project completion.

14 Program Assistance

If you have any questions about the Grants Program or require assistance when completing your application, please contact:

Aaron Lee
A/Procurement Officer
Mobile: 0403 990 103
Email: grants@communities.wa.gov.au

If contacting us by email, please include “Youth Week WA 2027 Grants Program” in the subject line.

15 Grant Conditions

Category 1 and Category 2 grants valued at \$10,000 or under 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.

16 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://childsafe.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.