

# Youth Encouragement Grant Guidelines



# Available to individuals aged between 12-24 to participate in opportunities that develop:

**Leadership | Employability | Social skills and knowledge | Learning | Community participation**

## What can I apply for?

Course/training/program fees that develop your knowledge and skills, with particular focus on:

- ✓ Leadership
- ✓ Employability
- ✓ Social skills and knowledge
- ✓ Learning (educational opportunities outside of usual school options/alternate pathway program/ability to participate in further education)
- ✓ Community participation

## Eligibility

Eligible applicants must:

-  Be aged between 12-24 years
-  Be a City of Rockingham resident at the time of application
-  Not have received a Youth Encouragement Grant during the current financial year
-  Not have received a Youth Encouragement Grant for the same program in previous years
-  Attend a reputable and recognised program with accredited trainers or program operators
-  Provide documentation of the program
-  The application must be received by the City via SmartyGrants at least four weeks prior to the completion date. Please note that applications submitted outside this timeframe will not be accepted.
-  Have acquitted all previous Youth Encouragement Grant funding received.

## Ineligible items

- ✗ School organised activities or excursion
- ✗ Sporting activities
- ✗ Driving lessons and/or driving licence fees
- ✗ School/TAFE/university fees (except short courses, academic and leadership programs that are 12 weeks or less)
- ✗ Equipment, resources and technology (e.g. text books, laptops/tablets, accommodation, uniforms, stationery, mobile data and internet connection, flights and travel costs)
- ✗ Program funded previously.



## How do I apply?

All applications must be submitted through the SmartyGrants online platform, which can be accessed via the City's website. Ensure that the following supporting documentation is included with your application form:

- ✓ Details of program, such as:
    - ✓ cost
    - ✓ date and time
    - ✓ organisation details
    - ✓ contact number
    - ✓ location of program
    - ✓ program content or list of objectives
  - ✓ Proof of age
  - ✓ Proof of residence
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## What happens after I have attended the program?

Submit the following to the City within four weeks of completing the program:

- ✓ Certificate/course completion documentation/proof of attendance
  - ✓ Receipt of costings
  - ✓ Photo evidence (e.g. selfie taken at the program or a screenshot of social media posts associated with the program you attended)
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## What happens if I am no longer able to attend the program or there are changes to the program?

- For any changes to the program, please notify the City immediately
- If the situation arises that the successful applicant does not attend/complete the program, all money received from the City must be reimbursed immediately

The City will advise you of the outcome within four weeks of submission

If you have any questions or queries please contact the Community Grants Officer:

**[grants@rockingham.wa.gov.au](mailto:grants@rockingham.wa.gov.au)**

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## Please note:

- Applications are addressed on merit, and the City reserves the right to decline applications, or approve applications for partial funding only.
- The City also acknowledges that exceptional circumstances may arise and, at its discretion, may consider grant applications that do not fully meet the Guideline requirements, provided a sufficient explanation is given.
- Any decision made by the City is final.