

YCAF Application Form

Form Preview

Welcome

* indicates a required field

Introduction

Before completing this application form, you should have read the Youth Climate Action Fund guidelines.

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. You must complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [SmartyGrants applicant FAQs](#).

Should you require assistance with completing your application, contact the grants officer on 03 6238 2132 or grants@hobartcity.com.au.

If you do contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.

The identification number or code for this submission.

Privacy notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to <https://www.hobartcity.com.au/privacy>.

Commercial in confidence

The information you provide as part of your grant application will be treated as commercial in confidence. This information will be used for the purposes of assessing your grant application and, if successful, it will also be used in the management of your grant agreement. The Council will not disclose this information unless required or permitted by law.

Confirmation of eligibility

I confirm that the application:

- will help create a climate ready Hobart by focusing on one or more of the fund priorities to reduce emissions, build climate resilience and/or mobilise community action.

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- benefits to the wider Hobart community.
- is youth-led.
- has outcomes that are delivered in the City of Hobart local government area.
- starts from 1 August 2024
- has an outcome by 31 December 2024
- has not received other funding from the City for the same activity this financial year.
- has fulfilled the conditions of a previous City of Hobart grant by the due date and has no overdue debts to the City.

I confirm I have read and understood the guidelines and eligibility criteria, and this application meets all grant requirements. *

☐ Yes ☐ No

You must confirm that all statements above are true and correct.

Is the applicant: *

- ☐ a youth-serving organisation
☐ a youth-led organisation
☐ a group of young people aged between 15 and 24 years old

Have you, your group or your organisation received funding from the City of Hobart before? *

☐ Yes ☐ No

Contact details

* indicates a required field

Applicant details

Applicant (or name of the group) *

Organisation Name

Name of the organisation, group or entity. (Not the individual's name.)

Street Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

Postal Address

Address

Phone number *

Must be an Australian phone number.

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Email address *

Must be an email address.

Website *

Must be a URL.

Primary contact details

This person will receive general correspondence relating to this application.

Contact name *

Title

First Name

Last Name

Position held in the organisation *

e.g. Manager, Board Member or Fundraising Coordinator

Phone number *

Must be an Australian phone number.

Mobile phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

Are you the head of the organisation applying for this grant? *

☐ Yes

☐ No

Formal correspondence relating to this application will be sent to the head of the organisation.

If successful, are you happy for your contact details to be provided to the media? *

☐ Yes

☐ No

☐ I can provide alternative contact details

Head of the organisation

This person will receive formal correspondence relating to this application.

Head of Organisation/ group *

Title

First Name

Last Name

Position *

Email address *

Must be an email address.

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Organisation details

* indicates a required field

What type of organisation is the applicant? *

- ☐ Not-for-profit organisation
- ☐ Registered charity
- ☐ Incorporated association
- ☐ Registered school or training organisation
- ☐ Social enterprise
- ☐ Other:
- ☐ Commercial (For Profit) Organisation or Group

What is the purpose of your organisation/group? *

Word count:

Must be no more than 50 words.

Please provide a short statement describing the applicant's reason for being and its activities. This statement will be used in reports, media statements and external communications related to this grant.

Does your organisation/group have an ABN? *

- ☐ Yes
- ☐ No

ABN details

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO website](#).

Please upload the completed Statement of Supplier Form: *

Attach a file:

Max 25mb per file uploaded

Social enterprises

Social enterprises are businesses that trade to intentionally tackle social problems, improve communities, provide people access to employment and training, or help the environment.

The enterprise derives a substantial portion of its income from trade and reinvests 50% or more of its annual profits towards achieving the social purpose.

Please provide evidence that the social enterprise fits this definition. *

Attach a file:

Auspice Information

* indicates a required field

About auspicing

The applicant is a group of young people. You are required to have an auspicing organisation for the application.

Auspicing is when a nominated incorporated organisation or registered charity receives, administers and acquits City funding on behalf of an applicant.

The auspice organisation is required to:

- enter into a funding agreement with the City
- accept grant funds and pay the auspiced grant applicant
- monitor and acquit the use of funds once the activity is completed.

Ideally, the auspicing organisation will have the technical skills to guide and support the applicant in the delivery of the activity while acknowledging activity decisions remain with the applicant.

If you nominate to have your grant auspiced, both you and the auspicing organisation will need to sign the grant agreement or deed.

The grant funds will then be paid to the organisation to manage on your behalf.

Auspice Organisation Details

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Auspice organisation name *

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Street Address *

Address

Postal Address *

Address

Website *

Must be a URL.

Auspice ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice agreement *

Attach a file:

Applicants who are auspiced must provide documentation confirming their arrangement with the auspice organisation. A sample letter to confirm your auspice arrangement is available on the [City of Hobart's website](#). The letter should be provided as a PDF.

Auspice Contact Details

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Auspice contact name *

Title

First Name

Last Name

**Auspice contact position
held in the organisation ***

Phone number *

Must be an Australian phone number.

Mobile number

Must be an Australian phone number.

Email address *

Must be an email address.

Activity details

* indicates a required field

Key activity information

Activity Name *

Must be no more than 50 characters.

Provide a name for your project/program/initiative. Your title should be short but descriptive

Activity start date *

Must be a date and between 1/8/2024 and 31/12/2024.

This is the date the activity is open to the public to attend or participate.

Activity end date *

Must be a date and between 1/8/2024 and 31/12/2024.

Please provide a short summary of your activity *

Word count:

Must be no more than 200 words.

Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes). Go to the Funding Centre's Answers Bank at <https://explore.fundingcentre.com.au/help-sheets/answersbank> if you need some ideas about how to frame your response.

What is the need and how will you address it? *

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Word count:

Must be no more than 200 words.

Tell us why your initiative is needed, and why you believe the activities you propose will produce the outcomes you seek. Provide statistics/evidence (where available) of both the need and the link between the work you will do and the outcomes you seek. Go to the Funding Centre's Answers Bank at <https://www.fundingcentre.com.au/answersbank#Qu2> if you need some ideas about how to frame your response.

Has this activity been delivered before? *

☐ Yes ☐ No

Where is the primary location(s) your activity will be delivered? *

This can be the name of the venue or an address.

Climate Ready Hobart

The Youth Climate Ready Hobart Grant supports youth-led activities that put in place urgent climate solutions that will help create a climate ready Hobart.

Which priority area is your project addressing? *

- ☐ Zero emissions transport and communities
- ☐ Building climate resilience
- ☐ Mobilising community action

How will your activity will help create a climate ready Hobart? *

Word count:

Must be no more than 200 words.

Please consult the program guidelines for more information about our program and organisational goals - see {{ Grantmakers: insert website address here }}. Go to the Funding Centre's Answers Bank at <https://www.fundingcentre.com.au/answersbank#Qu3> if you need some ideas about how to frame your response.

Community benefit

How will the activity involve and benefit the community? *

Word count:

Must be no more than 200 words.

This may include community-based organisations that will participate and/or benefit from the project. It is helpful if you can provide evidence of community support.

Project plan

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A project plan is a roadmap to achieve project goals. Tell us how you will complete this activity. Think about including when and how you will:

- work with other people to deliver the activity
- promote or talk about the activity and how
- engage the community
- host events, meetings or community gatherings
- share reports or reflections
- conduct surveys
- engage with City of Hobart

You are welcome to attach a detailed project plan as supporting material at the end of the application form.

In dot points, describe how your project will be delivered. *

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

Youth leadership and development

* indicates a required field

Now that we know about your activity, we want to find out more about the applicant's engagement with young people.

Applications are open to:

- **Youth-led organisations** who are composed of at least three individuals aged 15 to 24 in leadership positions who actively participate in decision making and oversight within the organization.
- **Youth-serving organisations**, while generally led by adults, provide core programs and resources intentionally designed to meet the needs of young people. This includes registered schools or registered training organisations.
- **Groups of people aged between 15 and 24 years old** auspiced by an incorporated organisation.

How does this activity demonstrate youth leadership and involvement? *

Consider those involved in the activity, including any volunteering opportunities.

How many volunteers do you expect to participate in this activity? *

Must be a number.

Key people

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The Youth Climate Action Fund aims to empower young people to deliver urgent climate change projects in our city. We are interested in knowing the key people involved in delivering the activity.

We expect this will be a new and exciting opportunity for many people involved, so we don't expect them to necessarily have experience.

You are welcome to submit a short profile of the key people as supporting material.

Name	Role in the activity	Age range	Does this person have experience in this type of activity?

Support from the City

To help the selected project have every chance of success in delivering urgent and innovative climate projects, the City of Hobart will support recipients with access to networks, project coaching, expert advice and other critical support.

Have you had any contact with the City of Hobart about your activity? *

☐ Yes

☐ Not yet

Please tell us about your contact with the City of Hobart and this project. *

Activity risk management

*** indicates a required field**

Public liability insurance

Public liability insurance covers a person, a business, an event, a contractor – even a community building – for costs from legal action if they are found liable for death or injury, loss or damage of property, or economic loss resulting from their negligence.

Activities seeking support through this grant are required to have public liability insurance

If your activity is being held in a City-owned venue or open space and you do not have public liability insurance, you can purchase community public liability insurance from the City of Hobart. This costs \$27 including GST. For more information, please speak to the officer about your venue or open space booking.

Do you have public liability insurance? *

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- ☐ Yes
- ☐ No
- ☐ The grant includes costs to purchase public liability insurance

Please upload the public liability insurance certificate *

Attach a file:

An updated certificate may be requested closer to the date to ensure the insurance covers the activity start and end dates.

Budget

* indicates a required field

Expenses

List all expected costs for your activity by selecting from the **Item** drop-down menu and entering the dollar amount in **Expense amount**.

Use the **Description** column to explain what the cost covers and how it was calculated.

Cash costs

These are costs that you need to spend cash on. You can enter as many items as you need to.

Use the + and - buttons at the right hand side to add and remove rows.

Item	Expense amount	Description
	Must be a dollar amount.	
	\$	
	\$	
	\$	

In-kind costs

In-kind contributions add to the overall value of your activity. These are costs that you don't spend cash on but are provided by you or others free of charge or at a discount.

Because these are not costs you spend cash on they do NOT contribute to your grant request.

Not all activities will have in-kind costs.

Does your activity have any in-kind costs? *

- ☐ Yes
- ☐ No

In-kind budget

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Item	Expense amount	Description
	Must be a dollar amount.	
	\$	
	\$	
	\$	

Income

Some activities **may** make money from ticket sales or receive other funding from sponsorship, donations or other grants.

Not all activities will have income. The Youth Climate Action Fund is not considered income.

Will your activity generate income? *

☐ Yes

☐ No

Income budget details

List all expected income for your activity by selecting from the **Item** drop-down menu and entering the dollar amount in **Income amount**.

Use the **Description** column to explain where the income is coming from. You can include more detail on any unconfirmed income in the **Budget notes** section.

You do not need to include your City of Hobart grant request in this list. It is automatically calculated at the bottom of this page based on the information you have entered.

Item	Income description	Is the funding confirmed?	Income amount	Notes
			Must be a dollar amount.	
			\$	
			\$	
			\$	

Budget Totals

We have calculated your grant request based on the information you have entered above. If the amount is correct, continue to the next page. If not, review the figures above.

Total cash amount

\$

This number/amount is calculated.

Total income amount (if any)

\$

This number/amount is calculated.

Funding request

This grant program provides cash support between \$1500 and \$7500 per application.

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We have calculated your grant request based on the information entered above.

If the amount is correct, continue to the next page. If not, review the figures above.

Total Funding Request *

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

Would you be open to accepting partial funding if it was offered? *

☐ Yes

☐ No

Budget Comments

This is a space to make budget comments if you feel the assessors would benefit from further clarification of what you have written in your budget table above.

Additional comments

Support Material

City venues and permits

The City of Hobart does not "in-kind" support for venue or equipment hires, fees or permits through this grant program.

If a council venue, space, equipment, permit or service is required for this activity you will need to make a tentative or confirmed booking and include the fee in the cash budget.

Is the activity using a city venue, equipment or has fees

☐ Yes

☐ No

City of Hobart confirmation(s)

Please upload correspondence from the appropriate booking officer, which should outline the dates, times and prices excluding GST. Please note that applicants who book Council equipment are responsible for any associated logistics including the cost of transport.

This should be discussed with the officer you make the booking through.

Any payment required for this activity will need to be made by the applicant directly to the relevant business unit of Council.

Item Description	Quoted fee (exclusive of GST)	Booking correspondence
Please quote the booking reference provided to you.	Must be a dollar amount.	
	\$	
	\$	

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Application Support Material

Support material must be directly relevant to the activity and complement rather than duplicate information already provided in this application.

A maximum of eight (8) items may be submitted.

Suggested support material may include:

- recent examples of your work and/or that of the key personnel (visual, aural or literary)
- evidence of community support (e.g. a letter of support from a community organisation that may directly or indirectly benefit from and that shows an understanding of your activity).
- summary of people involved in the activity
- other documentation or materials which will help the assessors understand your activity.

Acceptable formats, sizes and quantities:

- word documents, pdfs, jpgs and mp3 files
- maximum 5MB per file
- maximum of three URLs that directly link to relevant webpages uploaded in a document
- passwords must be provided for private links to YouTube, Vimeo etc

The following are not considered as support material and will not be assessed:

- Facebook pages
- annual reports
- minutes of meetings (including AGMs)

Uploading Support Material

Item Description	Upload your Files here	Website
		Must be a URL.

Declaration and feedback

* indicates a required field

Payment Information

If your request is approved, we can provide an electronic transfer of the funds into your account within fourteen (14) days of receiving your signed grant agreement.

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If you would like the City of Hobart to issue the funds via an electronic transfer, we will need to generate a tax invoice on your behalf, this is called a Recipient Created Tax Invoice (RCTI).

Alternatively, you may wish to provide the City of Hobart with a tax invoice.

Please nominate how you would like to receive payment. *

- ☐ City of Hobart to generate a Recipient Created Tax Invoice (RCTI)
- ☐ Applicant to provide a tax invoice

Payment via Recipient Created Tax Invoice

To allow us to process your payment as an electronic transfer based on the information provided in this application please agree to the following statement:

- The City of Hobart and the grant recipient declare that this agreement relates to the above grant.
- The City of Hobart can issue tax invoices in respect of this grant.
- The grant recipient will not issue tax invoices in respect of this grant.
- The City of Hobart acknowledges that it is registered for GST and that it will notify the grant recipient if it ceases to be registered.
- Acceptance of this RCTI constitutes acceptance of the terms of this written agreement.
- Both parties to this supply agree that they are parties to an RCTI agreement.
- The grantee must notify the City of Hobart within 21 days of receiving this document if the grant recipient does not wish to accept the proposed agreement.

Please confirm the following *

- ☐ The Grantee acknowledges that it (or the auspice organisation) is registered for GST and that it will notify the City of Hobart if it ceases to be registered
- ☐ The Grantee acknowledges that it (or the auspice organisation) is not registered for GST.

Applicant bank details

Please provide the bank account details for the electronic transfer *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Auspice Organisation bank details

Auspice Primary Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

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Declaration *

- ☐ I am authorised to submit this application
- ☐ I accept that my application will not be accepted if it is submitted after the deadline as specified on the City of Hobart website and/or if it does not have all the required information and/or material
- ☐ I will inform the City of Hobart if key details such as date(s) of the activity, the location and the programming change before I am notified of the outcome of the application.
- ☐ I have reviewed the information I have provided and the statements I have made in this application form and it is correct and they are true to the best of my knowledge
- ☐ I acknowledge that any information you provide to the City of Hobart, and details of any funding you receive, may be subject to disclosure under the Right to Information Act 2009.
- ☐ I acknowledge and understand that the level of funding offered to an activity (if any) is determined by the available budget and how well the activity supports the City to achieve its goals and that this amount may differ from the amount requested.
- ☐ If this application is approved, I consent to the City of Hobart publishing the name of the activity, the description of the activity, how the funding will be used and the amount of funding received on its website www.hobartcity.com.au
- ☐ If this application is approved, the applicant will be required to fulfil the conditions of the grant.
- ☐ I consent to be contacted by the City of Hobart from time to time about other grants offered by the City of Hobart and any other similar topics.

Name of person completing this submission *

Position *

Date *

Must be a date.

Applicant feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process: *

- ☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application? *

Must be a number.

Estimate in minutes i.e. 1 hour = 60

How did you find out about this Grant Program? *

- ☐ Advert in Mercury newspaper ☐ Received an email from the City of Hobart
☐ Another Website (please tell us which site in the box below) ☐ Social Media

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- ☐ Attended an information session / presentation
- ☐ City of Hobart Website
- ☐ Hello Hobart
- ☐ I am a previous applicant
- ☐ Newspaper
- ☐ Was told by a staff member from the City of Hobart
- ☐ Was told by a previous grant recipient
- ☐ Word of mouth
- ☐ Window signage on Davey Street
- ☐ Other:

At least 1 choice must be selected.

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider. *