2027 Youth Week Tasmania
Small Grants Program Guidelines

youth network of Tasmania

SUPPORTED BY Tasmanian Government

Acknowledgement of Country

The Youth Network of Tasmania acknowledge the palawa people as the traditional, original and continuing custodians of lutruwita/Tasmania and the continuing connection that Tasmanian Aboriginal people have to the land, sea, sky and waterways. We pay our respects to Elders past and present.

Contents

1. Youth Week Tasmania 3
2. Eligibility Criteria 3
3. Selection Criteria 5
4. Assessment Process 6
5. Key Dates 6
6. How to Apply 6
7. Notification of Grant Outcome 6
8. Successful Applicants 7
9. Appealing a Decision 7
10. Privacy and Information Management 7
11. Administration and contact details 8
12. YNOT's Commitment to Child and Youth Safety 8

1. Youth Week Tasmania

Youth Week Tasmania, supported by the Tasmanian Government, celebrates the contributions, creativity and leadership of young people aged 12-25 across the state.

In 2027, $30,000 is available through the Youth Week Tasmania Small Grants Program, offering **grants of up to $2,000 for eligible organisations** to deliver Youth Week events, activities or projects.

Youth Week Tasmania 2027 will run from **Wednesday, 7 April to Wednesday, 14 April 2027.**

This years' theme, chosen by young people, is ***'Together. Loud. Proud.'.***

The theme celebrates the strength, identity and collective voice of young people. It recognises the importance of connection and belonging (**Together**), encourages young people to speak up, be heard and advocate for the issues that matter to them (**Loud**), and affirms pride in who they are, their communities and their contributions (**Proud**). The theme reflects young people's belief that when they come together, support one another and share their perspectives with confidence, they can influence decisions, create positive change and make a meaningful impact on the future.

Coordinated by the Youth Network of Tasmania (YNOT), the Small Grants Program empowers communities to deliver meaningful, youth-led initiatives.

The program aims to:

- Showcase the talents and achievements of young Tasmanians
- Celebrate the positive contributions young people make in their communities
- Build capability by involving young people in planning and delivering Youth Week activities.

Youth Week Tasmania is a statewide, inclusive celebration that embraces young people from all backgrounds and encourages participation across every region.

2. Eligibility Criteria

Eligible Applicants

Applications are welcome from organisations that work with or support young people in Tasmania including;

- Local government authorities (councils)
- Not-for-profit incorporated community organisations
- Other not-for-profit organisations or community groups, including parents and friends' associations
- Government and non-government schools, colleges and tertiary institutions.

Eligibility Requirements

To be eligible applicants must:

- Be an organisation that provides services, programs or support to young people in Tasmania aged 12-25
- Deliver the activity in Tasmania and ensure alignment with the Youth Week Tasmania theme
- Demonstrate meaningful involvement of young people in event planning and/or delivery
- Comply with the Child and Youth Safe Organisations Framework and the Registration to Work with Vulnerable People Act 2013
- Ensure all personnel and volunteers involved in the project hold a current Registration to Work with Vulnerable People (or, where registration is not required, a current Police Check)
- Develop, document and implement an event-specific risk management plan that includes appropriate child and youth safety measures, supervision arrangements and duty-of-care requirements
- Hold an ABN, or be auspiced by an organisation with an ABN
- Hold appropriate public liability insurance and provide documentation.

Ineligible Applicants

The following entities are not eligible to apply:

- Australian Government agencies;
- Tasmanian Government agencies (except schools)
- Political parties
- For profit organisations.

Applicants may be required to provide documentation to verify eligibility. Applicants uncertain about their eligibility are encouraged to contact YNOT.

Eligible Events and Activities

To receive funding eligible applicants must also ensure that:

- Events/activities will be delivered between 7-14 April 2027
- All Youth Week events must be drug and alcohol free
- Events must be free or low cost for young people
- Events must have a risk management plan in place addressing child and youth safety, supervision and overall event safety.

Requirements for Successful Applicants

Successful applicants will be required to:

- Comply with all terms and conditions outlined in the Grant Agreement
- Spend funds as outlined in their application (any changes require prior written approval from YNOT)
- Use the Youth Week Tasmania, Youth Network of Tasmania, and “Supported by the Tasmanian Government” logos on all promotional material, outlined in the YWT event pack supplied prior to Youth Week
- Ensure the event is registered and included on YNOT’s Youth Week Tasmania calendar of events

- Deliver the event in accordance with the YWT event pack
- Implement and maintain a risk management plan and ensure appropriate child-safe practices are in place throughout planning and delivery
- Submit a final grant acquittal and final report at the completion of the grant to demonstrate that the funding was used for the approved purpose
- Return grant funds to YNOT if any information provided is found to be false or misleading, or if the applicant fails to comply with the grant requirements.

Activities NOT eligible for Funding

Funding will not be provided for:

- Staff wages, unless it involves additional hours specifically for the Youth Week Tasmania project.
- Equipment, building, refurbishment and maintenance (although supplies/consumables for project delivery are acceptable)
- Projects that require ongoing funding
- Ongoing commercial activities
- Initiatives already funded through other grants or existing commitments, including requests for additional funding to extend or enhance work that is already funded.

3. Selection Criteria

Applications for the Youth Week Tasmania Small Grants program are assessed by the Youth Week Tasmania Selection Panel. As the program is highly competitive, all applications will be assessed on how well they meet the following criteria.

1. Eligibility Compliance
   Demonstrates full compliance with all eligibility requirements and alignment with the 2027 Youth Week Tasmania theme.
2. Supports Youth Week Tasmania Objectives
   Opportunities for young people to display their skills and talents and contributions to the community
3. Community Involvement
   Provides meaningful opportunities for young people to be involved in event planning, decision-making and delivery.
4. Benefit to Young People
   Demonstrates benefits to young people, contributes to the success of Youth Week Tasmania and is inclusive of all young people.
5. Value for Money
   Shows willingness to engage in meaningful partnerships with other organisations or agencies.
6. Defined Event Targets
   Sets clear and realistic targets for audience size, participation and event reach.

7. Promotion Strategy
   Outlines well-planned and effective promotional activities for engaging the intended audience.
8. Financial Planning
   Demonstrates a realistic, well-prepared budget with clear justification of expenditure.

4. Assessment Process

- Applications are assessed solely on information provided in the application form.
- Late applications will not be accepted.
- YNOT may request additional information; applicants must respond within 3 working days unless otherwise advised. Failure to do so may result in the application being unsuccessful.
- Successful applicants will receive a Grant Agreement outlining funding terms and conditions.
- Applications may be refined and resubmitted in future grant selection rounds.

5. Key Dates

Description	Date
Applications open	19 November 2026, 10am.
Applications close	27 January 2027, 9am.
Applicants expected to be notified of outcome (estimate)	15 February 2027
Projects expected completion date	3 May April 2027

6. How to Apply

Applicants must complete the online application form available on the Youth Network of Tasmania website: https://www.ynot.org.au/young-people/youth-week-tasmania

When an application is submitted through the online application form, an automatic confirmation message is generated. It is recommended that applicants save a copy of this message and their application for their records. A confirmation email will be issued by YNOT within five business days.

Applicants who experience difficulties accessing the form or have questions can contact the Youth Week Tasmania Project Officer at ywt@ynot.org.au.

7. Notification of Grant Outcome

Successful and unsuccessful applicants will be notified of the outcome in writing.

Unsuccessful applicants can request feedback on their application by contacting YNOT.

8. Successful Applicants

Taxation and financial implications

Organisations must indicate whether they are registered for GST in their application. Successful applicants will be advised if GST applies and will be required to issue an invoice to YNOT for grant payment.

It is strongly recommended that applicants contact the Australian Taxation Office (ATO) on 13 28 66 or www.ato.gov.au for any advice or clarification on GST.

Reporting and Evaluation

Organisations that receive funding through the Small Grants Program are required to complete a Final Report using a template that will be provided by YNOT.

Completion of a feedback form by grant recipients and event attendees is part of this process.

The Final Report must include a financial acquittal and may require a Statement of Compliance confirming funds were spent appropriately. As part of reporting, organisations will be asked to evaluate their event with young people, including those involved in delivery and as participants. Information from all reports will contribute to program evaluation by YNOT and the Tasmanian Government.

9. Appealing a Decision

Applicants may request a review if they believe assessment processes were not followed fairly or appropriately. Requests must be in writing within 28 days of notification. Grounds for appeal include:

1. A conflict of interest, bias, or unfair treatment affecting assessment.
2. Incorrect advice provided by YNOT during the application preparation.
3. Discrimination on irrelevant grounds such as cultural, religious or linguistic background; race; gender; marital status; sexual orientation; or disability.
4. Procedural or assessment errors, including incorrect application of eligibility criteria, deadlines or failure to consider relevant information submitted by the applicant.

10. Privacy and Information Management

Personal information

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

Right to information

Applicants may request a copy of their own grant application and related documents from YNOT. Documents will not be provided to external parties.

11. Administration and contact details

The Youth Week Tasmania Small Grants Program is administered by the Youth Network of Tasmania on behalf of the Tasmanian Government. For support, please contact YNOT's Youth Week Tasmania Project Officer via email ywt@ynot.org.au.

12. YNOT's Commitment to Child and Youth Safety

YNOT is committed to supporting, enhancing, and upholding the safety, wellbeing, and empowerment of children and young people. We do this by:

Creating a Culturally Safe Space

We are committed to creating a culturally safe environment where all children and young people feel respected, valued and free to express their identity - ensuring Aboriginal children and young people have their culture and sense of belonging actively supported, and those from culturally and linguistically diverse backgrounds are welcomed, understood and embraced.

Striving for a Tasmania where all young people are valued

We are committed to celebrating diversity, fostering inclusion and recognising the unique value of every young person, while ensuring those from vulnerable communities are supported to access meaningful opportunities and are empowered to make decisions.

Ensuring child and youth safety is championed throughout our organisation

We are committed to embedding child and youth safety across all policies, practices and staff conduct, ensuring our team is equipped with the knowledge and skills to uphold this responsibility. We actively seek the views of young people in key decisions and service design and provide ongoing opportunities for them to share feedback and ideas that help shape and improve our work.