

YOUTH EXCELLENCE AWARDS PROGRAM GUIDELINES



GLEN EIRA
CITY COUNCIL

Bentleigh
Bentleigh East
Brighton East
Carnegie
Caulfield
Elsternwick
Gardenvale
Glen Huntly
McKinnon
Murrumbeena
Ormond
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ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Glen Eira City Council acknowledges the Boonwurrung/Bunurong and Wurundjeri Woi Wurrung peoples of the Eastern Kulin Nation as Traditional Owners and Custodians, and pays respect to their Elders past, present and emerging. We acknowledge and uphold their continuing relationship to land and waterways and extend our respect to all Aboriginal and Torres Strait Islander peoples.

Council honours the rich histories and cultures of First Nations peoples and recognises and values the important contribution Aboriginal and Torres Strait Islander people make in enriching our community. We support the Uluru Statement from the Heart and are committed to a *Reconciliation Action Plan* which is underpinned by the principles of self-determination. We work towards improved outcomes and long-term generational change, and to consolidate Glen Eira as a culturally safe place for Aboriginal and Torres Strait Islander people. We are committed to achieving equality for our First Nations people to live healthy and prosperous lives and to improve life outcomes for current and future generations.

Glen Eira resides on country that always was, and always will be, Aboriginal land.

GUIDELINES AND ELIGIBILITY CRITERIA

What is the Youth Excellence Awards Program?

The *Youth Excellence Awards Program* is a Glen Eira City Council (Council) initiative that aims to recognise young people aged between 10 and 25 who have achieved excellence in the fields of creative and performing arts, education, leadership or sport.

What is the primary objective of the Awards Program?

To provide funding to support further opportunities to young residents of Glen Eira in recognition of their excellence in the fields of creative and performing arts, education, leadership or sport.

What is excellence?

Excellence means striving to achieve or achieving a high level of performance in your chosen field.

WHAT ARE THE CATEGORIES OF EXCELLENCE?

There are four categories of excellence, which are eligible for three different funding levels.

1. Creative and Performing Arts

Creative, visual and performing arts in areas including painting, sculpture, photography, dance, music, drama, film and media for applicants who are preparing for prestigious exhibitions, events, presentations, productions and competitions. Assistance may be given to help pay for expenses in accessing or attending one of the above. For example, master classes or special enrichment programs in which the applicant is participating.

2. Education

Education for applicants pursuing intellectual endeavours or increasing their educational qualifications or skills. Assistance may be given to help applicants pay for expenses in accessing or participating in intellectual enrichment activities, such as forums, conferences, workshops or mentor programs.

3. Leadership

Leadership for applicants seeking personal growth or development through participation in leadership development programs. It is preferable that these programs enhance an applicant's capacity to initiate, contribute to and lead activities within the community.

4. Sport

For applicants competing, representing or participating in a sport at a regional/state, national or international level.

The applicant's chosen sport must:

- > have a defined set of rules and an applicable code;
- > be competitive in nature; and
- > be an officially recognised event by the relevant applicable code.

Level of funding

Allocations of awards will differ based on the level at which the applicant is applying. The level of awards include:

- > Regional/state level up to \$360.
- > National level up to \$600.
- > International level up to \$1,200.

Young people aged between 10 and 25 who live in Glen Eira and are competing or performing at a regional/state, national or international level in creative and performing arts, education, leadership and sporting activities are eligible to apply. High priority will be given to applicants who demonstrate a proven history of achieving excellence within their chosen field and an association with a recognised official affiliated body. A confirmed recognised body must run the event/competition/activity for which funding is sought.

Eligibility checklist:

- > Is the applicant aged between 10 to 25?
- > Does the applicant live in the City of Glen Eira?
- > Is the activity organised by a confirmed recognised body?
- > Do you have a letter of selection?
- > Do you have a written reference pertaining to your field of excellence?



HOW TO APPLY?

Award applications are made online by completing an application form through SmartyGrants. Please make sure you read these *Guidelines* carefully. You will need access to a computer, the internet, and an email address to complete your application. All sections of the application must be completed for your application to be accepted.

STEP 1: Go online to SmartyGrants

Open the online application form link at <https://gleneira.smartygrants.com.au/>

STEP 2: Select the application form

Select *Youth Excellence Awards Program*.

STEP 3: Preview the form (optional)

Choose 'Preview the form' to view the *Youth Excellence Awards Program*.

STEP 4: Start an application

Choose 'Start a submission' then 'Login' to SmartyGrants using an existing account or 'Register' a new account.

A new account set-up requires you to use your email address as a username and create a password. Please ensure you record your login details. Once registered, you can then 'Login' and start an application. SmartyGrants allows you to save your progress, return to your application at a later date, and upload supporting documents.

CONDITIONS OF ENTRY

- > Applicants must demonstrate that they have achieved excellence within their chosen field.
- > Applicants must submit a completed SmartyGrant application, and all documents requested, and a budget outline for their application to be assessed.
- > Funding Applications must be submitted before the event date for which funding is sought.
- > The award must be used in accordance with the purpose stated in the application form.
- > No more than two awards will be made to any one applicant under the *Program*.
- > Awards will not be made for international accommodation or travel.
- > Council will consider applications that meet the eligibility criteria in the conditions of entry and any financial disadvantages that may limit an applicant's ability to realise their full potential.
- > Applicants must submit proof of identity and proof of residential address in the municipality of Glen Eira.
- > Parents or guardians will need to act as guarantors for applicants under 18 years of age and must provide their forms of identification.
- > Applicants and guarantors undertake to refund the full amount of the award if they fail to meet the requirements in the *Acquittal of Award Funding*.

- > Applicants may be contacted by organisations working on behalf of the *Youth Excellence Awards Program* in conducting surveys to assist with the *Program*.
- > A summary of applicants who meet the eligibility criteria is presented at the Community Grants Advisory Committee, and recommendations are made to Council for endorsement via the Committee meeting minutes. Applicants acknowledge and consent to a summary of their application being made public in Council reports. The report will include the applicant's name, age, proposed funding category and past achievements.
(Public Applicant Summary)

Submissions of applications

To successfully submit your award application, you will need to:

- > acquit any previous *Youth Excellence Award* applications;
- > complete all relevant sections of the application form; and
- > include all required attachments.

Receipt of applications

All applicants will receive an acknowledgment email shortly after submitting an application. If you do not receive an acknowledgment, contact Youth Services on 9524 3676.

NEED SOME HELP?

- > Book an appointment with one of Council's youth development officers on 9524 3676 or email YouthServices@gleneira.vic.gov.au
- > If you require an interpreter or need more information in your language about this document, please contact Youth Services to arrange a time on 9524 3676.
- > If you are deaf, hearing or speech-impaired, we ask that you call us via the National Relay Service and then ask for 9524 3676.
Online: <https://internet-relay.nrscall.gov.au>
Teletypewriter (TTY): 13 36 77
Speak and Listen: 1300 555 727
- > For further information about Council's other grants programs, visit www.gleneira.vic.gov.au

ASSESSMENT PROCESS

Assessment of applications

All application that meets the awards's eligibility will be assessed by Youth Services and presented to the Community Grants Advisory Committee, which consists of councillors that make recommendations to Council.

Assessment criteria include:

- > Program Purpose: The extent to which the application meets the *Program's* purpose.
- > Evidence of Excellence: Evidence of excellence in the category the applicant has applied for funding.
- > Budget: Clearly defined budget and illustration of how the award funding will be used.
- > Financial disadvantage: Demonstration of financial disadvantages that may limit an applicant's ability to realise their full potential. This can refer to applicants in receipt of a health care card, low income health care card, pensioner concession card, student card or foster child health care card.

NOTIFICATION TO SUCCESSFUL APPLICANTS

Successful applicants will receive a confirmation letter once Council has decided on their application. Council decisions are final, and no correspondence will be entered into with unsuccessful applicants. Funds will be awarded and paid within approximately two weeks of the date of notification.



ACQUITTAL OF AWARD FUNDING

A Youth Excellence Awards Acquittal Form must be submitted to Council through the SmartyGrants portal. An Acquittal Form must be submitted before applying for another award. Additional conditions for successful applicants:

- > The Award must be used in accordance with the purpose stated in the application form.
- > Successful applicants must provide a report on the funded activity, a statement of expenditure after attendance at the relevant event and a photo taken at the event.
- > Any promotions must acknowledge the contribution of the *Youth Excellence Awards Program*.
- > Successful applicants may be asked to assist the *Youth Excellence Awards Program* in its future promotional activities by attending at least one function or youth services meeting to discuss, advise, display, perform or demonstrate individual ability and expertise.
- > Failure to attend the function or meeting in clause above may impact future funding applications.
- > Successful applicants consent to parts of their report and details of their experience being publicised by Council in promotional material for the *Youth Excellence Awards Program*.
- > Award recipients who fail to attend the funded activity or event in respect of which the award was made will be required to refund the full amount of the award to Council on demand.
- > Only one award application per entrant will be assessed at any one time.

PRIVACY COLLECTION NOTICE

Glen Eira City Council (Council) is committed to protecting the personal information provided by you in accordance with the principles of the *Privacy and Data Protection Act 2014 (Vic) (PDP Act)*. Personal information is collected by Council only for the purpose of its functions set out in the *Local Government Act 2020 (Vic)* and other legislation. Council uses the Glen Eira City Council SmartyGrants portal (Portal) for individuals to complete and submit applications for funding offered under the *Youth Excellence Awards Program*. Council collects information via the Portal about the individuals applying for awards and how the awards will be applied. Specifically, the personal information collected by Council is used to assess the individuals' application for Council's funding programs and administer any subsequent funding awarded. The personal information in your application will be used solely by Council for that primary purpose or directly related purposes. If this information is not collected, Council will be unable to process your award application. Information about the applicant's usage of the Portal will also be collected to retain audit trails relating to who has accessed or modified information and when it occurred. The information submitted into the Portal (including personal information) will be used and accessed by Council officers and persons acting on behalf of Council (eg. contractors). In certain circumstances, we may disclose information about you where permitted or authorised under the *PDP Act* or other applicable laws. Personal information collected in connection with the award application may also be disclosed to third parties for the purpose of the Public Applicant Summary. If you want to know more about privacy at Council, including your right to seek access to your personal information, contact Council's privacy officer on 9524 3333. Council's *Privacy Policy* is available at www.gleneira.vic.gov.au/privacy

CONTACT US

For further information, contact Youth Services
on 9524 3676 or visit www.gleneira.vic.gov.au

Glen Eira Youth Services

Bentleigh Library and Youth Hub
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