Tackle Cyberbullying Grants Program

2019 Grant Information Paper – young people

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# Purpose of the grants

The Tackle Cyberbullying Grants Program provides an opportunity for young people 10 to 17 years, with a sponsoring organisation, to develop and deliver local initiatives and projects to address cyberbullying in their community.

Young people must be at the centre of the design and implementation of all initiatives and can apply by completing the Young Person Application Form at [www.qld.gov.au/tacklecyberbullying](http://www.qld.gov.au/tacklecyberbullying) and obtaining the support of a sponsoring organisation as per guidelines.

To create momentum in shifting cultural and behavioural change to address cyberbullying in Queensland initiatives should empower young people to become positive social leaders/influencers by:

* developing respectful and positive relationships and interpersonal skills in their community and peer groups
* creating supportive and healthy environments for young people, focusing on empathy and early intervention
* building resilience and encouraging young people who observe cyberbullying to speak up and safely intervene to support others when required
* ensuring the participation of all young people 10 - 17 years, recognising the diversity and demographics of the local community.

Activities considered to be ‘**out-of-scope**’ include:

* Initiatives that can’t be delivered within the designated time period. If initiatives are proposed as a longer term project, grants can be provided for a first stage component with a strategy to deliver further components
* duplication of current resources and initiatives available including those provided by existing providers including eSafety Commissioner, Kids Helpline and Student Wellbeing Hub however can complement or demonstrate partnering with existing initiatives

The grant program aims to deliver activities that provide a supportive environment as well as building the capacity of young people to provide ongoing social leadership/influencing after the grant rounds are complete.

# Target groups

To achieve the purpose of the Tackle Cyberbullying grants, funded activities, projects and initiatives must be developed with and/or open to all young people aged 10 - 17 years.

It is acknowledged that the interests of young people can change as they mature. We encourage activities that are targeted toward specific age cohorts within the 10 – 17 target age group.

Applications from groups of young people working together, including older age cohorts (e.g. high school students) working together with younger age cohorts (e.g. primary school students) are encouraged.

# Funding available

In 2019 one-off grant funding is available to young people aged 10 to 17 years, with a sponsoring organisation, to support delivery of local initiatives and projects across Queensland between 15 September and 15 December 2019.

Grants of $500 to $1,500 are available (excluding GST).

# Eligibility

**Applicants:**

**Young people applying for a grant must**:

* be aged 10 - 17years at time of application
* a resident of Queensland and or attend a Queensland school
* have something that shows your sponsoring organisation what school you go to or that you live in Queensland
* have parental/guardian consent to undertake the activity and apply for the grant
* confirm the activity/resources to be delivered with the grant is original and not copied from existing initiatives
* complete the ‘Young Person Application Form’ at [www.qld.gov.au/tacklecyberbullying](http://www.qld.gov.au/tacklecyberbullying) and submit to an eligible sponsoring organisation (refer below) who will complete the online SmartyGrants application, receive and administer the funding on behalf of you, and complete the reporting and financial acquittal.

**Sponsoring organisations must:**

* be a not for profit, legal entity (e.g. a Parent and Citizens Association or youth and community group including a sporting, cultural, scout group); **AND**
* hold, or provide plans to obtain, insurance which includes cover for the period appropriate to the proposed activity, project or initiative to be delivered in Queensland; **AND**
* have no outstanding financial accountability, service delivery or performance issues for funding provided by the Department of Child Safety, Youth and Women.

**Please note:** State run entities such as schools and hospitals are not eligible to receive assistance. However, under the *Education Act 2006* Parents and Citizens Associations or similar are able to apply for assistance

**Activity, projects and initiative must:**

* be delivered between 15 September and 15 December 2019;
* be delivered in Queensland; and
* support the purpose of this grant program*.*

**How eligibility will be assessed:**

* The sponsoring organisation making the application on behalf of the young person will need to provide:
  + an Australian Business Number (ABN) on your application form; **OR**
  + your incorporation number and a copy of your certification of incorporation or other incorporation documentation, to demonstrate the status of your entity.
* Applications will be screened as not for profit by checking for evidence of one or more of the following:
  + Incorporation based on the model rules or governing documents that prohibit the entity from making any distribution (whether money, property or otherwise) to its members;
  + Registration as a charity with the Australian Charities and Not-for-Profits Commission (ACNC); or
  + Goods and Services Tax (GST) concession; Charity Tax Concession or Deductible Gift Recipient (DGR) status with the Australian Tax Office.
* Successful applicants will need to produce a certificate of currency for insurance prior to funds being released. At a minimum, applicants must hold public liability insurance to the value of at least $10 million.
* The Department of Child Safety, Youth and Women will assess any outstanding financial accountability, service delivery or performance issues relating to any previous funding.

# Selection criteria

The application submitted by the sponsoring organisation via SmartyGrants Application Form <https://csyw.smartygrants.com.au/youthcbgrants>must reflect the idea outlined in the young person’s application form and address each of the following criteria, providing evidence to support the claims.

Priority will be given to applications that:

* support the development of positive and respectful relationships among young people, encourage empathy for others with young people ready to lead social and behavioural change
* demonstrate innovation in the design and delivery of the project e.g. in the use of technology
* consider how the project will encourage young people to change their behaviour. For example: a mural that is designed through a workshop discussing the impacts of cyberbullying and how to address it would be more impactful than the mural alone.

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| **Selection criterion one: Who will be involved?** | | |
| **Weighting: 30%** | **Word limit: 150 words** | |
| **It is acknowledged that young people’s interests change as they mature. In developing activities the needs of all young people, their diversity and local demographics must be considered.**  Tell us:   * The target age group for your activity (must be between 10 - 17 years inclusive) * How many young people you expect to reach over the life of this activity, project or initiative? * Geographic location/reach e.g. town, electorate, suburb * Is your activity intended for a specific group of young people (e.g. demographic/ diversity group/ network)? | | |
| **Selection criterion two: WHAT WILL YOU DO AND HOW WILL YOU ACHIEVE IT?** | | |
| **Weighting: 35%** | **Word limit: 800 words** | |
| **How will the target audience benefit from the activity, project or initiative?**  Tell us:   * What will it look like and what sort of activities will be involved? (300 words) * Outline involvement of young people in the design and delivery of the activity. (100 words) * How does the activity align with the purpose of the grants and the government’s commitment to tackle cyberbullying? (150 words) * Does it connect with or support the delivery of other initiatives underway across Government, and how? (100 words) * What short or long term outcomes and benefits do you expect will result from the project or activity (150 words) | | |
| **Selection criterion three: HOW WILL YOU SPEND THE MONEY?** | | |
| **Weighting: 15%** | | **Word limit: 250 words** |
| **How does the activity, project or initiative represent value for money?**  Tell us:   * The budget breakdown of your activity, project or initiative based on the amount requested under the 2019 Tackle Cyberbullying Grants Program. | | |
| **Selection criterion four: WHAT DO YOU THINK THE IMPACT WILL BE IN YOUR COMMUNITY?** | | |
| **Weighting: 20%** | | **Word limit: 250 words** |
| **Outline if and how the activity, project or initiative will promote awareness and challenge attitudes beyond those people who participate directly in the activity.**  Tell us:   * If the activity will promote awareness and encourage a social and behavioural change beyond those people who participate directly in the activity, project or initiative, and how * The strategies you will use to ensure the proposed activity, project or initiative reaches a wide audience and attracts community interest. | | |

# Assessment of applications

All applications will be assessed:

* in accordance with the Eligibility and Selection Criteria; and
* with consideration of geographical spread.

A panel comprising a representative of Office for Youth, the Anti-Cyberbullying Advisory Committee, the Queensland Youth Engagement Panel and Queensland Family and Child Commission will assess applications.

The Department of Child Safety, Youth and Women may contact the sponsoring organisation during the assessment process to request:

* a copy of your most recent Audited Financial Statement;
* further details be submitted; or
* clarification of the information provided.

# Our requirements from successful applicants

**Young people applying for a grant:**

* Complete application form at [www.qld.gov.au/tacklecyberbullying](http://www.qld.gov.au/tacklecyberbullying) including parent/guardian consent
* Identify an appropriate sponsoring organisation as per Eligibility requirements and provide completed application form
* Confirm with the sponsoring organisation that to the best of your knowledge the proposed resources/initiatives developed through 2019 Tackle Cyberbullying Grant funding has not been copied or modified from existing sources **and** grant a licence to the State of Queensland (represented by Department of Child Safety, Youth and Women) with Intellectual Property rights including perpetual, irrevocable, royalty free, world-wide licence, including the right to sub-licence to use, communicate, reproduce, publish, adopt and modify resources/initiatives developed.
* Provide the sponsoring organisation with a sample of any photographs, video and/or audio files taken at the funded activity available for use by the Department of Child Safety, Youth and Women. You must have obtained and provide written consent on the approved consent form from people in the video, and parental consent of young people under the age of 18 as per template provided
* Complete a brief online post funded activity survey on impact of, and ability to deal with, cyberbullying.

**Sponsoring organisation:**

Should your application to sponsor a young person in applying for Tackle Cyberbullying Grant funding be successful, you will be required to:

* Ensure all personnel in direct contact with young people have undergone appropriate suitability checks and one-on-one contact with young people is managed safely.
* Ensure the young person understands a grants process, the privacy requirements in relation to image consent for photos, videos, audio recordings and has obtained parental/guardian consent for your organisation to sponsor/support the young person in delivering the proposed cyberbullying activity. *(note: a separate form must be completed for each young person applying for the grant e.g. if a group of young people are applying to delivery an activity)*
* Confirm that to the best of your knowledge the proposed resources/initiative outlined in this application and to be developed through 2019 Tackle Cyberbullying Grant funding has not been copied or modified from existing sources **and** grant a licence to the State of Queensland (represented by the Department of Child Safety, Youth and Women)  with Intellectual Property rights including a perpetual, irrevocable, royalty free, world-wide licence, including the right to sub-licence to use, communicate, reproduce, publish, adopt and modify resources/initiatives developed.
* Enter into a Short Form service agreement with the Department of Child Safety, Youth and Women before receiving 2019 Tackle Cyberbullying Grant funding. **Short Form Terms and Conditions ”**<http://www.hpw.qld.gov.au/SiteCollectionDocuments/UpdatedShortFormtermsandconditions.pdf>
* Pay invoices on behalf of the young person for resources to deliver the project, as outlined in the application budget, and not redirect grant funding to the young person.
* The department may provide local Members of Parliament with the contact details of organisations approved for funding. If relevant, you will need to manage any requests from third parties for the contact information of young people involved in the funded activity with consideration to the age of the young person and the Privacy Act 2009.
* Acknowledge the funding source on any printed or promotional material relating to the activity, project or initiative, including websites and contribute to the Department of Child Safety, Youth and Women broader cyberbullying campaign message.
* Following the delivery of the funded activity, project or initiative:
  + submit financial acquittal in SmartyGrants; **AND**
  + complete an activity report, outlining the activity and outcomes achieved; **AND**
  + make a sample of photographs, video and/or audio files (if available) taken at the funded activity for use by the Department of Child Safety, Youth and Women. You must have obtained and provide written consent on the approved consent form from people in the photo/video, and parental consent of young people under the age of 18 as per template and guidelines provided **AND**
  + provide young person (applicant) with a link and encourage them to complete a brief online post activity survey on the impact of, and ability to deal with, cyberbullying.
* comply with the *Community Services Act 2007.*

# Important budget information

When developing the budget for your proposed activity, project or initiative think about the following:

* Funds for the 2019 Tackle Cyberbullying Grants are provided on a one-off basis only.
* The maximum amount available is **$1,500 (excluding GST) per activity, project or initiative**.
* Eligible activity, project or initiative costs include:
  + running costs (e.g. hire of premises, gas, electricity, etc.)
  + administrative costs (e.g. postage, stationery, printing, telephone, cleaning)
  + travel/transport costs (e.g. fares, vehicle allowances)
  + advertising and publicity costs to promote community awareness and involvement
  + catering costs – excluding the purchase of alcohol
  + guest speakers, entertainment, sessional worker or consultant’s fees.
* The following costs will not be allowed:
  + salaries and organisational running costs for existing staff
  + acquittal, auditing or reporting costs
  + fees associated with an auspice agreement
  + existing debt or loan repayments
  + standard maintenance or replacement of existing equipment
  + gifts of any sort (e.g.: gift bags, door prizes, raffle prizes, giveaways, tickets to events)
  + purchase of assets (assets include capital items with a useful life of more than 12 months)
  + costs other than those listed above unless approved in writing by the Department of Child Safety, Youth and Women.

# Timeframes

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| --- | --- |
| Applications close | midnight 21 July 2019 |
| Assessment | July-August 2019 |
| Applicants notified of outcome | End – August 2019 |
| Activities to be completed by | 15 December 2019 |

# How to apply

**Young people** must complete the application form at [www.qld.gov.au/tacklecyberbullying](http://www.qld.gov.au/tacklecyberbullying) and provide a copy to their nominated sponsoring organisation who will submit the application online on behalf of the young applicant, receive and administer funding, and complete the necessary reporting and financial acquittal.

The **sponsoring organisation** must complete the online 2019 Tackle Cyberbullying Grant Application Form available through the SmartyGrants website at <https://csyw.smartygrants.com.au/youthcbgrants>by the closing time and date and upload the completed Young Person Application Form/s.

**Please note:**

* A separate application must be submitted for **each** proposed activity, project or initiative.
* Email applications will not be accepted.
* Applications that are incomplete after the closing date will not be assessed.
* The Department of Child Safety, Youth and Women is collecting your personal information for the purpose of assessing your application and administering the Cyberbullying grants.  Your application will be provided to the assessment panel who will consist of Departmental officers and a representative of Queensland Youth Engagement Panel, Anti-Cyberbullying Advisory Committee and Queensland Family and Child Commission.  If you are a successful applicant, you may be asked to complete a survey and your feedback will be used for evaluation, reporting and business improvement processes. If you are a successful applicant, your personal information such as your name or the name of your organisation, project title, project description and funding amount may be published on the departmental website and provided to the Minister who may publish such information in its media releases and articles.  Your personal information will be handled in accordance with the *Information Privacy Act 2009*.

# Contact details

All enquiries regarding the 2019 Tackle Cyberbullying Grant Program should be directed to the Office for Youth between 8:00 am to 5:00 pm Monday to Friday (excluding public holidays) via:

Phone: 07 3097 6425

Email: cbgrants@csyw.qld.gov.au

Contact officers cannot provide advice on individual applications.