



**Australian Government**

**Department of Industry, Science and Resources**

**Attorney-General's Department**

## Sample application form

### Youth Empowerment Program

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

# Instructions

---

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

## Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered. If a question is not mandatory it will be clearly marked – Optional.

## Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

## Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to your participant inviting them to assist with your application.

## Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

## Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

## Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

## A. Program selection

---

Before you start your application, we need to first identify what type of entity is applying.

*Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.*

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN) and if applicable
- Incorporated Association Registration
- Not for profit status

### A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - Youth Empowerment Program
- Field 2 select - Youth Empowerment Program

*When you have selected the program, the following text will appear.*

This grant opportunity will run over 3 years from 2024-25 to 2026-27.

The grant opportunity is part of the Attorney-General's Department Program 1.6 Criminal Justice.

Up to \$28.377 million is available for this grant opportunity. It is expected that activities will be aimed at the participation of young people at-risk aged between 10-17 to reduce the incidence of low-level engagement in criminal activity and decrease recidivism rates.

The objectives of the program are to:

- provide alternative pathways for young people who are at risk of being engaged in criminal and/or anti-social behaviour
- enable young people at-risk to break patterns of recidivism and cyclical engagement in criminal activity
- help young people at-risk to develop life skills to prevent them from becoming entrenched in the criminal justice system, to promote inclusion and build community resilience and strengthen family support structures.

The minimum grant amount is \$300,000 and the maximum is \$1 million.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEDT on the date applications close. Please take account of time zone differences when submitting your application.

*To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.*

Sample

## B. Eligibility

---

We will ask you the following questions to establish your eligibility for the Youth Empowerment Program grant opportunity.

*Questions marked with an asterisk are mandatory.*

Are you one of the following types of organisations:

- an incorporated association
- an incorporated not for profit organisation
- none of the above.

*You must select one of the eligible options from a drop down menu to proceed to next question.*

Do you have an account with an Australian financial institution?

*You must answer yes to proceed to next question.*

Can you provide a letter from your board or governing committee (or CEO if there is no board or committee) that confirms that your organisation delivers or has delivered programs that engage young people at-risk of engaging in crime or anti-social behaviour.

*An example template is available on [business.gov.au](http://business.gov.au) and [GrantConnect](#).*

*You must answer yes to proceed to next question.*

Will your project include one or more youth engagement activities which may occur at a single or multiple locations?

*You must answer yes to proceed to next question.*

Will your project have at least \$300,000 in eligible expenditure?

*You must answer yes to proceed to next question.*

Will your project be undertaken in Australia?

*You must answer yes to proceed to next question.*

Is your organisation currently receiving funding under the Commonwealth's U25-GO grant program?

*You must answer no to proceed to next question*

Is your organisation already receiving funding from other Commonwealth, State, Territory or local government grants, for the same activities you are seeking funding for from this program?

*You must answer no to proceed to next question*

Is your organisation undergoing debt recovery action or has it been defunded for performance and/or integrity issues, by State, Territory or Australian Government agencies?

*You must answer no to proceed to next section.*

## C. Applicant address

---

### C.1. Applicant street address

You must provide your street address.

*When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.*

### C.2. Applicant postal address

You must provide your postal address.

*When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.*

Sample

## D. Key contacts

---

You must provide the details of a primary contact for your application.

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

*If this application is successful, the primary contact will also need to nominate an authorised signatory to accept an agreement with the Commonwealth. The primary contact will not be able to accept an agreement unless they invite themselves to be the authorised signatory as well.*

- Title
- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

Sample

## E. About your organisation

---

*We collect the following data from all applicants. We use this data to better understand your organisation and to help us develop better policies and programs.*

### E.1. Latest financial year figures

*All values must be whole numbers. For example:*

*6.5 months should be presented as 7 months*

*\$2 million should be presented as \$2,000,000.*

- Has your organisation existed for a complete financial year?
- If yes, what was the latest complete financial year?
- If no, enter the number of months completed in the financial year to date.

Provide the following figures for the financial year you have entered above.

*Values must be that of the entity applying (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.*

*These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.*

- Sales revenue (turnover)

*Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statement (BAS).*

- Export revenue

*Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).*

- R&D expenditure

*Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humankind, culture and society, and the use of this stock of knowledge to devise new applications.*

- Taxable income

*Taxable income or loss as per your organisation's income tax return form.*

- Number of employees (headcount)

*Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing your organisation. This should include working proprietors and salaried directors.*

- Number of independent contractors (headcount)

*Number of individuals engaged by your organisation under a commercial contract (rather than an employment contract) to provide employee-like services on site.*

### E.2. ANZSIC code

Provide the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)) details for your organisation from a drop-down menu:

- your organisation's main revenue earning ANZSIC division.
- your organisation's main revenue earning ANZSIC class.



### **E.3. Indigenous organisations**

Is your organisation Indigenous owned?

*An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.*

Is your organisation Indigenous controlled?

*An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.*

Sample

## F. Project information

---

On this page you must provide the detailed information about your proposed project.

*If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:*

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

### F.1. Project title and description

Provide a project title.

*Your response is limited to 75 characters including spaces and does not support formatting.*

Provide a brief project description for publication.

*Your response is limited to 750 characters including spaces and does not support formatting.*

*Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will provide support programs or services targeted at young people at-risk aged between 10-17 to reduce the incidence of low-level engagement in criminal activity and decrease recidivism rates.*

### F.2. Detailed project description and key activities

*This information will be included in your grant agreement if your application is successful.*

Provide a detailed description of your project including the project scope and key activities.

*Your response is limited to 5000 characters including spaces and does not support formatting.*

You must also provide a project plan which you should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan.

### F.3. Project outcomes

*This information will be included in your grant agreement if your application is successful.*

Provide a summary of the expected project outcomes.

*Your response is limited to 5000 characters including spaces and does not support formatting.*

### F.4. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

*The start and end dates you enter here will drive the visible financial years in the project budget on the next page.*

*The project length will be calculated by the start and end dates you enter.*

- Estimated project start date
- Estimated project end date

- Estimated project duration (in months)

### **F.5. Project milestones**

Provide details on the project milestones including the key activities occurring at each milestone.

*The milestone start and end dates must be within the project start and end dates. You can add up to 10 milestones.*

- Milestone title

*Your response is limited to 100 characters including spaces and does not support formatting.*

- Description

*Your response is limited to 750 characters including spaces and does not support formatting.*

- Estimated start date
- Estimated end date

### **F.6. Project location**

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

*A project location must be a street address. Do not provide a postal address, institution or building name.*

- Project site address
- Estimated percentage of project value expected to be undertaken at site

### **F.7. Disclosure of financial penalties**

Have any of your board members, management or persons of authority been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or a Commonwealth, state, or territory entity?

If yes, provide details of the penalty.

*Your response is limited to 750 characters including spaces and does not support formatting.*

## G. Project partners

---

Provide details about all project partners.

*For details about project partner contributions refer to the grant opportunity guidelines.*

If a project partner is a trustee applying on behalf of a trust we will need details of both the trust and trustee.

You must provide:

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details

Sample

## H. Project budget

Provide a summary of your eligible project expenditure over the life of the project.

*If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.*

*The financial years below are derived from the project start and end dates you entered on the previous page. If incorrect, you must ensure all amounts below are zero before going back to the previous page to update your project duration.*

*The minimum project expenditure for this grant opportunity is \$300,000.*

*You will also be required to attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.*

*Project management activities are considered eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.*

*Evaluation costs are limited to 1 per cent of total eligible project expenditure.*

*Financial auditing of project expenditure, the cost of the independent audit of project expenditure (where we request one) is limited to 1 per cent of total eligible project expenditure.*

### H.1. Eligible expenditure

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Labour on-costs (up to 30% allowance on eligible labour costs)		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Contract expenditure		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Travel expenditure		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Participant expenditure		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Other eligible expenditure		\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
<b>Total</b>			

Provide details of 'Other eligible expenditure.'

*Your response is limited to 750 characters including spaces and does not support formatting.*

## H.2. Grant amount sought

Enter the grant amount sought. We will add GST to this where applicable.

*The minimum grant amount under this grant opportunity is \$300,000.*

*The maximum grant amount under this grant opportunity is \$1 million.*

# I. Assessment criteria

---

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

*The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.*

## I.1. Assessment criterion 1 (45 points)

*Your response is limited to 5000 characters including spaces and does not support formatting.*

### **The extent that your project will contribute to positive outcomes for youth and divert them from the criminal justice system (45 points).**

You must demonstrate this by describing:

- how your project will positively assist marginalised young people at-risk to develop life skills to prevent them from becoming entrenched in the criminal justice system, to promote inclusion and build resilience (20 points)
- how you will identify young people at-risk to participate in the program, what referral mechanisms are in place for involvement in the program, and an estimated number of young people at-risk that will benefit from the project (20 points).
- how you will provide pathways for young people to transition out of your programs as they enter into adulthood, including referrals into suitable new support systems (5 points).

In addition to the mandatory eligibility requirement at 4.2, you must attach evidence to support your claims. Examples of the type of evidence you may wish to provide to support and strengthen your claims include:

- a letter that confirms you have the support of one or more of the following entities to deliver activities in your area(s), and that these supporting entities will refer at-risk youth to your program:
  - local police
  - local educational institution(s)
  - an Australian local government agency or body as defined in section 14
  - state or territory agency responsible for youth justice crime and/or law enforcement
  - state or territory agency that provides support to families and children
- letter from the proposed referral partner/s (e.g. school, police) to demonstrate that the referral mechanisms are in place or will be put in place
- letters from the community, partner organisations or other local stakeholders providing support that the proposed initiative will have a beneficial impact on crime and anti-social behaviour for the young people at-risk
- evaluations from previous similar initiatives undertaken with the young people at-risk
- excerpts or documents from published studies that support that the proposed activity is established good practice in youth engagement.

## **I.2. Assessment criterion 2 (30 points)**

*Your response is limited to 5000 characters including spaces and does not support formatting.*

### **How your project represents value for money (30 points)**

Value for money is about achieving the best available outcome for money spent. To do this you need to demonstrate your projects' benefits compared to the estimated costs.

You must demonstrate value for money by:

- justifying the cost of your project with respect to its scale and intended benefits. You must attach a detailed project budget, which is supported by evidence such as quotes and staffing details to validate the costs of your project (20 points).
- explaining the importance of the grant funding to your project, and how the grant will positively impact your project in terms of scale, timing or reach (10 points).

## **I.3. Assessment criterion 3 (25 points)**

*Your response is limited to 5000 characters including spaces and does not support formatting.*

### **Your capacity, capability and resources to deliver the project (25 points)**

You must demonstrate this by:

- attaching a project plan, relative to the project size, complexity and grant amount requested, that outlines how you will manage the project and key risks (15 points).

The project plan should include:

- details (including relevant training and qualification) of the key personnel who will manage the delivery of the project
- risk management strategy
- evaluation strategy, including how you will measure success of the project.
- describing your capacity to undertake program evaluation, including your experience in evaluating similar past projects (10 points).



## J. Bank account details

---

### J.1. Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

*We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.*

### J.2. Account details

*All payments are in AU\$ and must be made into an account with an Australian financial institution.*

Account name

BSB

Account number

### J.3. Payment contact

*We will send the payment remittance advice to this person. All other notifications are sent to the primary contact whose details you provide on the last page of this application.*

Given name

Family name

Email address

Phone number

## K. Application finalisation

---

You must answer the following questions and add any supporting documentation required.

### K.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

*Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.*

If yes, describe the perceived or existing conflicts of interest.

*Your response is limited to 750 characters including spaces and does not support formatting.*

If yes, describe how you anticipate managing this conflict.

*Your response is limited to 750 characters including spaces and does not support formatting.*

### K.2. Additional information

*The total of all attachments cannot exceed 20 MB. Filenames should only include letters or numbers and should be fewer than 40 characters.*

You should attach additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

*Individual files must be smaller than 2.0MB, and be one of the following types: doc, docx, rtf, pdf, xls,xlsx, csv, jpg, jpeg, png, gif.*

*Filenames should only include letters or numbers and should be fewer than 40 characters.*

- Letter from your Board or Committee

*Letter from your board or committee (or CEO if there is no board or committee) that confirms that your organisation delivers or has delivered programs that focus on youth at high risk of engaging in crime or anti-social behaviour. An example template is available on [business.gov.au](http://business.gov.au) and GrantConnect.*

- Project Plan

*A detailed project plan that describes how you will manage the project and key risks.*

- Project Budget

*A budget which is supported by evidence such as quotes for major costs and staffing details to validate the costs of your project.*

- Evidence your project will contribute to program outcomes

*Provide evidence of the extent to which your project will contribute to positive outcomes for young people at-risk and divert them from the criminal justice system.*

- Letter(s) of support from project partner organisations (if applicable). Each letter of support should include

- *details of the project partner*
- *an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project*

- *an outline of the relevant experience and/or expertise the project partner will bring to the group*
- *the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)*
- *details of a nominated management level contact officer.*
- Letter(s) that confirm you have the support of one or more of the following entities to deliver activities in your area(s), and that these supporting entities will refer young people at-risk, to your program (if applicable):
  - *local police*
  - *local educational institution(s)*
  - *an Australian local government agency or body as defined in section 14 of the guidelines*
  - *state or territory agency responsible for youth justice crime and/or law enforcement*
  - *state or territory agency that provides support to families and children.*
- Letter from proposed referral partner/s (if applicable)  
*Letter from the proposed referral partner/s (e.g. school, police) to demonstrate that the referral mechanisms are in place or will be put in place.*
- Letter supporting your proposed initiative (if applicable)  
*Letters from the community, partner organisations or other local stakeholders providing support that the proposed initiative will have a beneficial impact on crime and anti-social behaviour for the young people at-risk.*
- Evaluations from previous similar initiatives (if applicable)  
*Evaluations from previous similar initiatives undertaken with young people at-risk.*
- Excerpts or documents from published studies (if applicable)  
*Excerpts or documents from published studies that support that the proposed activity is established good practice in youth engagement.*
- Support of Assessment criteria responses  
*Attach detailed evidence that supports assessment criteria responses (if applicable).*

### **K.3. Program feedback**

*Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.*

How did you hear about the grant opportunity?

*You must select from a drop-down menu.*

Did you read the grant opportunity guidelines?

*You must select from a drop-down menu.*

How useful were the guidelines in completing your application?

We welcome any additional feedback on the guidelines.

*Your response is limited to 750 characters including spaces and does not support formatting.*

How satisfied were you with the process of applying for this grant?

*You must select from a drop-down menu.*

We welcome any additional feedback on the application process

*Your response is limited to 750 characters including spaces and does not support formatting.*

## L. Declaration

---

In order to submit your application you will be required to agree to the following declaration.

### L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Data and Digital Strategy](#)
- [Commonwealth Grants Rules and Principles](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

### L.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application. By checking this box I agree to all of the above declarations and confirm all of the above statements to be true