

1. Program Overview

The Duke of Edinburgh's International Award – Australia has received funding from the Federal Government to substantially increase the number of Award Participants undertaking and completing an Award, who are considered disadvantaged and/or disabled (based on eligibility criteria detailed below). Total Funding will be expended over 3 years from 2015 – June 2018, with all project funding to be allocated according to the following criteria and guidelines.

The Award is seeking to support between 250 and 300 youth to commence and complete the Award every six months with a total support of approximately 1500 youth, over the three-year period.

The Award will be working with both new and existing Award Units and partner organisations in allocating this funding. Established Award Units will be especially encouraged to apply in order to enable them to significantly expand their outreach.

The following guidelines and requirements will assist both individuals and organisations in applying for this funding.

2. Funding Types

There are two types of funding available, each requiring different application forms.

1. Group Funding for Project Delivery Partners / Award Units

We are seeking applications from organisations / Award Units /Project delivery partners for group funding. For individual funding applications that support registration and activity support only please use Form 2.

Funding requests must be for groups (minimum two Participants) and for the time it takes them to complete that Award level. Further funding can be applied for Participants to do the next level of the Award in later rounds.

Eligible Award Units are invited to apply for funding, with the funding sought per Participant inclusive regardless of how the organisation wishes these to be allocated eg. Award registration, activity expenses and staff support /admin.

Guidelines and application details are outlined below, and can be downloaded at dukeofed.com.au/resources/funding-assistance/

2. Award Financial Assistance – For Individual Participants

Individual participants who require financial assistance for registration and or activity support will need their Award Unit to apply on their behalf using [Application Form 2 Award Financial Assistance](#) or by contacting the [State or Territory Award Office for further information](#).

Applications can be made at any time for an individual Participant through their Award Unit or Open Award Centre.

3. Eligibility for Group Applications

Funding will only be awarded to current licensed Award Units. Organisations who are in the process of applying for an Award Unit licence may also apply, however, the licence must be approved by their State office before funding can be confirmed, (see website for details on becoming an Award Unit). <http://www.dukeofed.com.au/delivering-the-award/award-units/>

4. Eligibility Criteria for Group Applications

Age and Circumstances- Criteria

Applications can be made for either or both of the two groups listed below, but must meet the criteria specified for each.

Group A: Disadvantaged 14 -17 years olds

The intended Award Participants must be 14-17 years and meet at least 2 disadvantaged criteria, using the following list as a guide:

- i. Poverty
- ii. Homelessness
- iii. Health and disability
- iv. Social and behavioural challenges
- v. Isolation (including being from regional or remote communities)
- vi. Substance abuse
- vii. Family breakdown
- viii. Domestic violence
- ix. Mental health issues
- x. Carer for younger siblings or parents
- xi. Teenage pregnancy/mums
- xii. Engaged in the juvenile justice systems

Other disadvantaged criteria will be considered please note this on your application.

Group B: Disabled youth 14-24 years

Award Participants aged between 14-24 years with a disability as per the Disability Discrimination Act (1992) <https://www.comlaw.gov.au/Details/C2015C00252> can apply for funding.

New Registrations Only

Only new Award registrations are eligible for funding. New registrations can include registrations from current Participants who continue to the next level. e.g. John Smith can receive funding for Bronze, Silver and Gold as these are classed as three separate registrations. If John Smith has completed a Bronze without funding assistance from the Award he may apply for funding to undertake his Silver or Gold.

Minimum Participant Numbers

Group applications are for 2 or more Participants.

Funding Timeframes

Funding applications can be made for one or multiple rounds, however, a separate application form will be required for each round and future funding will only be approved if all contract terms and conditions are fulfilled and will abide by that round timeframes.

There will be 6 rounds of funding – see dates below.

Supporting Documentation/Evidence

- Supporting Statement

It is a requirement of the Federal funding that a supporting statement from the school or organisation is provided with the application for group funding. This must be emailed to the Project Manager as a part of the application process. Email tania.etuale@dukeofed.com.au

- Evidence of disadvantage and or disability

Additional evidence eg School Card/ Centrelink reference, healthcare card, disability support card must be presented and approved by the State Award Operating Authority or Award Unit before funding will be allocated.

5. Funding Support Categories for Group Applications

As a guide we anticipate funding assistance may fall in to the following categories:

Basic support (\$200 to \$500 per youth):

Financial/poverty related/remote. Funds primarily for registration assistance and activity assistance eg. Adventurous Journey expenses for external provider or equipment hire

Resources Support (\$500 to \$1,000 per youth):

As above and including other complicating factors e.g. social/behavioural/mental issues (e.g. funds required for supplementary staff support or carers to deliver the Award to the selected cohort).

Intensive Support (\$1,000 + per youth):

High risk, high support youth, includes youth living with a major mental/intellectual or physical disability.

Please note a maximum of \$3000 per participant will be considered.

Please note all funding payments made by The Duke of Edinburgh's International Award - Australia includes GST.

6. Key Dates for Group Applications

Round 3: 200 young people to register & commence the Award by October 1 2016	
Applications open	Now open
Applications close	26 August 2016. Late applications will be considered if funding is still available.
Award Commencement Required by	Participants supported through Round 3 funding must be registered online and commenced the Award by October 1 2016

Round 4: 350 young people to register & commence the Award by April 1 2017	
Applications open	Now open
Applications close	15 Feb 2017 or when available funds have been exhausted
Award Commencement Required by	Participants supported through Round 4 funding must be registered online and commenced the Award by April 1 2017

Round 5: 200 young people to register & commence the Award by October 1 2017	
Applications open	Now open
Applications close	25 August 2017 or when available funds have been exhausted
Award Commencement Required by	Participants supported through Round 5 funding must be registered online and commenced the Award by October 1 2017

Round 6: 350 young people to register & commence the Award by April 1 2018	
Applications open	Now open
Applications close	15 Feb 2018 or when available funds have been exhausted
Award Commencement Required by	Participants supported through Round 6 funding must be registered online and commenced the Award by April 1 2018

Funding outcomes notified by email within 30 days of application

Funding Distributed within 20 working days receipt of signed Contract

7. Application Process for Group Applications

1. Visit the Funding Assistance page at dukeofed.com.au/resources/funding-assistance/ and follow these steps:
2. Ensure your organisation meets the Eligibility Criteria by reading our Application Guidelines and Checklist. We also suggest you read our Privacy Policy and the Terms and Conditions
3. Complete the online application form at dukeofed.com.au/resources/funding-assistance/
4. Email tania.etuale@dukeofed.com.au your schools/organisation supporting statement. Applications will not be progressed until this has been received.
5. Acknowledgement of receipt of your application and the funding outcome will be emailed to the contact person nominated on the Application Form. Funding outcomes notified by email within 30 days of application. Funding will be distributed within 20 working days receipt of signed Contract

8. Frequently Asked Questions

What is the maximum number of participants in one Award Unit who can apply for funding?

The maximum number is 50 Participants per funding round.

What is the minimum number of participants in one Award Unit who can apply for funding?

The minimum number is two – for individual applications please use the Award Assistance Application form.

Who approves the funding application?

The funding application will be pre-approved by the National Office with final approval coming from the State or Territory Divisional Office. Funding will be paid and managed by the National office.

Does the funding include GST?

Yes, all amounts are to include GST.

All funding payments made by The Duke of Edinburgh's International Award - Australia will include GST. Please ensure any invoices made out to The Duke of Edinburgh's International Award – Australia include the GST component.

Does the Participant have to complete their Award before I can receive funding for consecutive years?

No, unless the funding is for the same person to proceed to the next level.

If a Participant does not register in the appropriate timeframe do we need to give the funding back?

Yes, you may be required to return the funding as funding is only paid to new registrations.

Can I change the Participants that were in the initial application register?

Yes, if you need to change or update a Participant from your original application pack this can be done as long as all the information is provided and it is within the timeframes for that round of funding.

Can my organisation apply for more than one round of Funding?

Yes, but each round will require a new application form and will only be considered as a part of that funding round ie according to those timings. Additional funding will only be allocated to organisations that are meeting the terms and conditions of any previous funding.

Can I apply again if I have received funding in the past?

Yes, as long as you have fulfilled your previous Fundings terms and conditions you may apply again.

Do projects have to be formally evaluated?

No, we only expect to see a formal evaluation being undertaken if it makes sense for the applicant organisation and the project you are applying for. Quarterly project reporting will however be required.

What is a supporting statement?

A letter from the Award Unit, Principal or Manager providing support and details pertaining to the project application.

What do I need to report in terms of Participant details?

You will be required to provide an ORB registration report showing the Participant registrations however, for privacy reasons names and addresses can be withheld however date of birth is required.

Can I provide a manual report showing registrations?

No it must be shown as an ORB report as the funding is based on registrations through the ORB only.

If I have any questions or queries who should I contact?

Tania Etuale from the National Office looks after all applications including payments and should be your first point of contact.

She can be contacted on tania.etuale@dukeofed.com.au or phone 02 8241 1500 (prompt 3)

State and/or Territory offices can also be contacted as required

<http://www.dukeofed.com.au/contact-us/>

9. Checklist for Group Applications

Please circle Yes / No

1	I have read the Funding Guidelines available at http://www.dukeofed.com.au/resources/funding-assistance/	Y/N
2	I have read the Sample Terms and Conditions available at http://www.dukeofed.com.au/resources/funding-assistance/	Y/N
3	I have spoken with my local State or Territory office regarding the application	Y/N
4	I hold a current Award Unit Licence and I understand that all Award Unit Licence terms and conditions are also applicable in relation to this funding	Y/N
5	I have a supporting statement from my Award Unit /school/organisation that I will email tania.etuale@dukeofed.com.au to support my application	Y/N
6	I have confirmed all Participants are eligible and acknowledge that proof of eligibility will be required for registration and parental consent will be required for participants under the age of 18 years	Y/N
7	I have included my bank details	Y/N
8	I understand that progress reports will be required as set out in the terms and conditions	Y/N
9	I understand that I will need to provide proof of Participant registrations through providing an ORB report	Y/N
10	I understand that all funding payments include GST	Y/N
11	I have completed the Disadvantaged Youth Project Delivery Partner Funding Online Form	Y/N

10. Contact Us

National Office Project Manager - Tania Etuale

email: tania.etuale@dukeofed.com.au or phone 02 8241 1500 (prompt 3)

State /Territory offices <http://www.dukeofed.com.au/contact-us/>