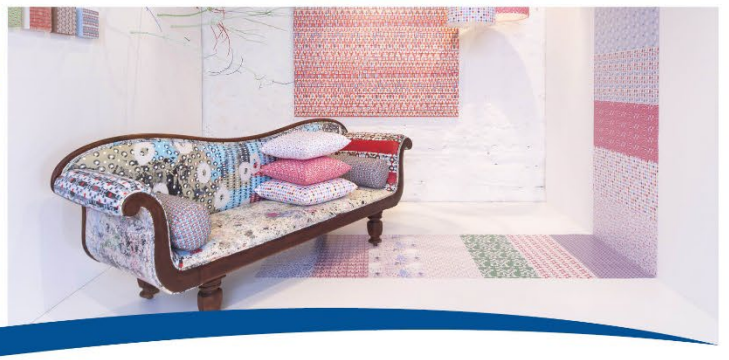
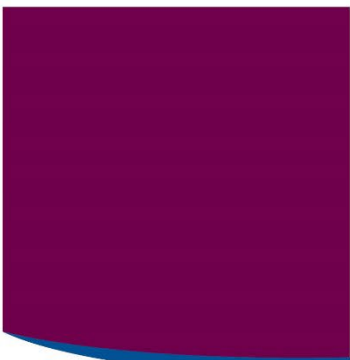
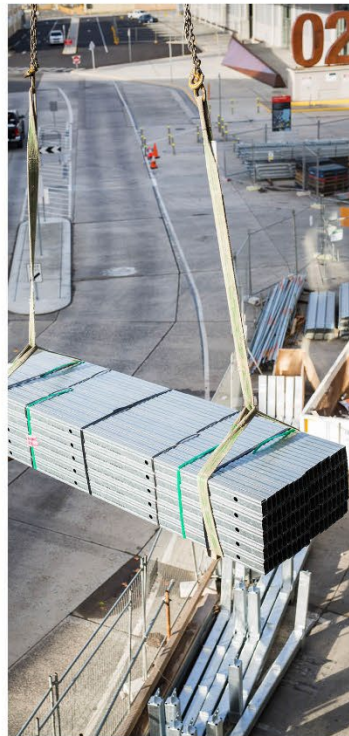
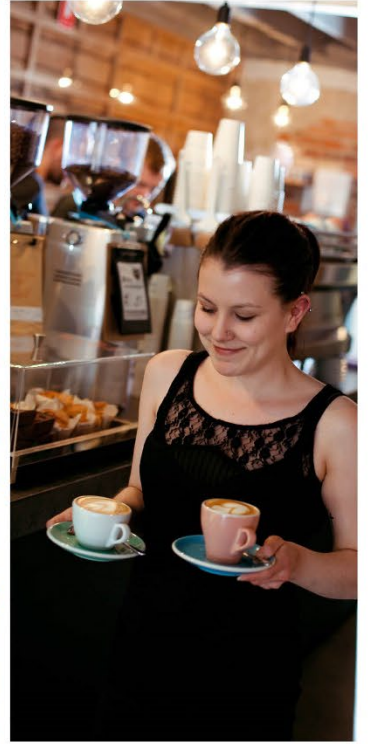


Grant Guidelines: Youth Climate Leadership Program



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V3	20 January 2023	Maddy Lewis	Anton Voss

Youth Climate Leadership Program

2023-24

Under the *Child and Youth Wellbeing Strategy: It Takes a Tasmanian Village* and Tasmania's next climate change action plan, the Tasmanian Government will provide opportunities for children and young people to have their say on climate change issues through the Youth Climate Leadership Program.

The Tasmanian Government is offering a one-off grant of \$180,000 for development and facilitation of the program over two years.

The grant process is managed by Renewables, Climate and Future Industries Tasmania (ReCFIT)'s Climate Change branch.

Objective

The initiative will provide a tailored program for Tasmanian high school students to inspire, educate and empower young climate leaders.

Program Deliverables

- Coordinate regional events, statewide
- Liaise with youth advocacy organisations
- Plan and manage mentoring workshops
- Organise keynote speaker(s)
- Facilitate a network of one-on-one mentor connections with students and mentors
- Develop communication platforms to connect students, including media training
- Students develop action plans focused on local issues (for example: energy audits, nature-based solutions, recycling, plastic pollution, and food security)
- Link program content to the UN Sustainable Development Goals, STEM and the Australian Curriculum
- Provide mentoring support and guidance for students to fundraise for attending the United Nations Climate Conference
- The program is delivered within the 2023 and 2024 calendar years.

Program Outcomes

- Enhanced youth climate change leadership

- Increased capacity of young people to engage with the broader community and develop practical skills through their involvement in planning and delivering climate change action
- Enhanced communication skills to build awareness and share learning and successes
- Enhanced benefits of students interacting with nature, place-based learning
- Students engender knowledge and skills in the climate change space
- Provide a platform to showcase the climate change knowledge, energy and priorities of young people in Tasmania
- Tasmania recognised and celebrated as a global leader in inspiring and empowering our youth.

1. Eligibility criteria

For any queries about the eligibility criteria, contact Climate Change branch by emailing climatechange@recfit.tas.gov.au or phoning 03 6166 4466.

Applicants may be asked to supply documentation to support their eligibility claims, as part of the application process, or as part of an audit process.

The grant is open to individuals or organisations with demonstrated experience successfully delivering the activities and objectives/outcomes of the program, including:

- Tasmanian local government agencies and bodies located in Tasmania
- Tasmanian peak organisations
- not-for-profit incorporated organisations
- not-for-profit organisations or community groups that are not incorporated, if sponsored by an incorporated organisation. The sponsoring organisation must provide a letter to confirm it will accept the relevant legal and financial requirements
- for-profit incorporated organisations
- Tasmanian Government Business Enterprises and State-Owned Companies.

Additional requirements

- Applicants and relevant staff must provide proof of, or be able to obtain, current Working with Vulnerable People registration status.
- Applicants must have a current Australian Business Number (ABN).
- Applicants must be registered for GST.

All applications will be reviewed to ensure they meet eligibility requirements before they progress to the assessment phase.

2. Assessment criteria

Each application will be competitively assessed using the evidence provided by each applicant against the following criteria.

Assessment Criteria	Weighting
1. Proposed program methodology, including timeline and resource allocation, to satisfactorily achieve the proposed outcomes within the timeframe.	35%
2. Demonstrated experience and evidence of previous performance in delivering a project, or project components, similar to the required program.	35%
3. Demonstrated ability to maximise impact of the funding through an itemised breakdown of the program budget and intended expenditure.	10%
4. Sound demonstrated knowledge of climate change issues and areas for positive action.	20%

The assessment panel will include representatives from ReCFIT, the Department of Premier and Cabinet, and the Department for Education, Children and Young People.

This grant program will be competitively assessed based on the quality of information provided by the applicant. Ensure all information is included when submitting an application. The assessment panel may request additional information to be supplied by an applicant to assist the panel's decision-making process.

3. Timeframes

The closing date has now been extended to 10:00 am 6 February 2023 for all applications. No further extensions will be offered.

No applications will be accepted after the closing date.

Description	Date/time
Program opens	22 December 2022 10:00 am
Program closes	6 February 2023 10:00 am
Applications assessed	17 February 2023
Applicants notified (estimated date)	24 February 2023

During the assessment process the department may, at its discretion, require further information to support or clarify an application. This information must be provided within three working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application by 24 February 2023.

4. Application process

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

Applicants without internet access should contact Climate Change branch to discuss alternative methods for applying.

1. Applicants should read the guidelines and any frequently asked questions carefully before starting an application. The application form is designed to help structure applicants' responses to the eligibility and assessment criteria.
2. This is a competitive, merit-based process. Meeting the eligibility criteria will not automatically result in a successful grant.
3. There will be no opportunity to change an application or provide further information to support it once it has been submitted. Applicants should, therefore, ensure that all supporting documentation provided is accurate and is attached correctly before submitting.
4. Applicants should complete and lodge an application online via SmartyGrants from the ReCFIT website www.recfit.tas.gov.au/grants_program
5. Following the submission of the application via SmartyGrants, applicants will receive an automatic receipt of their application. This receipt will include details of the application and a unique application ID.
6. Applications will be assessed by a cross-government panel.
7. Applicants will be advised of the outcome of their application once considered by the panel.

5. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of State Growth grants. The department will consider appeals relating to administrative process issues in grants management.

All requests must be in writing and should be addressed to the Director of the business unit where the application was assessed.

The request must be received within 28 days from the date of the Department of State Growth notifying the applicant of the decision about the application. For further information about the process, contact Climate Change branch.

6. Grant payments

Successful applicants will be asked for their bank account details to process grant payments. This bank account must be in the same name as the individual, business or organisation that applied for the grant. Applicants may be asked to provide a copy of their bank statement or a letter from their bank to confirm their bank account details.

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays in funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

If a grant recipient:

- does not complete the activities or tasks required under the funding agreement,
- does not use any or all of the funding provided,

the recipient will be required to return some or all of the funds to the department.

Similarly, if

- the information provided to us is found to be false or misleading, or
- the recipient's situation changes in a way that prevents completion of the agreed project

the recipient will be required to return some or all of the funds to the department.

7. Taxation and financial implications

Grants distributed under the program attract GST. Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. Where GST applies to the grant funding, a valid tax invoice must be supplied by the successful applicant to the department.

The receipt of funding from this program may be treated as income by the Australian Taxation Office (ATO).

It is strongly recommended that, prior to submitting an application, potential applicants seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

Information on invoices can be found on our Business Tasmania website

www.business.tas.gov.au/manage_a_business/invoices

8. Acquittal

An acquittal is a statement made by a grant recipient, confirming that the grant funding was used as per the funding agreement. Unless otherwise stated, it is a requirement that all Department of State Growth grants are acquitted.

8.1 How to acquit a grant

An acquittal form will be provided to recipients, asking for information about the activities and expenditure relating to the grant. Evidence such as quotations, invoices, receipts, statements, reports, etc, are also required to support the acquittal.

The department may ask recipients to provide a Statement of Expenditure certified by an independent, professional auditor. In this situation the recipient will be responsible for the cost of obtaining the certified Statement of Expenditure.

8.2 Failure to complete an acquittal

Failure to lodge a valid acquittal by the due date will result in the recipient being required to return the funding to the department. In this situation the department will invoice the recipient.

9. Administration and contact details

The program will be administered by Renewables, Climate and Future Industries Tasmania on behalf of the Crown in the Right of Tasmania. Contact climatechange@recfit.tas.gov.au or Climate Change branch on 03 6166 4466.

9.1 Note

All applicants must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, will be required to be repaid to the department.

10. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

11. Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

12. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The Department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the delivery of the project for reporting purposes.

13. Personal information protection

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

This information may be accessed by the individual to whom it related, on request to the Department of State Growth. A fee for this service may be charged.

14. Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- Please note that all obligations under the *Personal Information Protection Act 2004* (Tas) and the *Privacy Act 1988* (Cwlth) still apply.

15. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



Renewables, Climate and Future Industries Tasmania

GPO Box 536
Hobart TAS 7001 Australia

Phone: 03 6166 4466
Email: climatechange@recfit.tas.gov.au
Web: www.recfit.tas.gov.au