



Department for
Families and
Communities



MULTICULTURAL YOUTH DEVELOPMENT FUND(MYDF)

GUIDELINES FOR PRIMARY APPLICANTS AND THEIR PARTNER AGENCIES

Please direct inquiries to:

MYSA's Grants Officer
Multicultural Youth South Australia Inc (MYSA)
Shop 9, Millers Arcade
28 Hindley Street
Adelaide SA 5000

Tel: (08) 8212 0085

Web: www.mysa.com.au

MYDF Guidelines for Primary Applicants and Partners

PURPOSE OF THE FUND

The purpose of the South Australian Multicultural Youth Development Fund (MYDF) is to:

- Provide an opportunity for newly arrived youth and community groups to access one-off funding for youth development and youth capacity building projects through a non-competitive process.
- Empower and support newly arrived youth and community groups through training, individual support and mentoring to develop and manage their own projects and initiatives.
- Equip newly arrived youth and community groups with the knowledge and skills to apply for funding through other grants schemes.
- Encourage and support partnerships between newly arrived youth and community groups and mainstream service providers.

PARTICULARS OF THE FUND

- The MYDF is based on a partnership approach, encouraging genuine collaboration between primary applicants and partner agencies.
- Primary applicants will be restricted to youth and community groups focussing on new and emerging communities. These groups can be incorporated or non-incorporated but non-incorporated groups must be auspiced by an incorporated organisation to be eligible.
- Each primary applicant, whether incorporated or not, must be partnered by an agency with experience in project and grants management.
- An auspicing agency is not required to be a partner agency; the primary applicant may be auspiced by one agency and partnered by another.

PARTNER AGENCY CHECKLIST

- The partner agency can be a community service organisation, educational facility or government department and must be willing to enter into an agreement outlining reciprocal expectations and a communications protocol.
- The partner agency must have proven experience in managing projects and be willing to provide project support to the youth or community group using a mentorship approach.
- The partner agency should have sufficient resources to provide a staff member for the duration of the project to guide and assist in project planning, delivery and evaluation.

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- The partner agency must be willing to provide in-kind support to the primary applicant in the form of use of office equipment, telephone and communications support etc.
- The partner agency will be evaluated according to the level of support provided to the primary applicant in the following areas:
 - Assistance to complete an Expression of Interest form.
 - Assistance to develop and formulate a project plan outlining goals, objectives, key performance indicators, time lines etc.
 - Supporting the learning of community groups by attending the Project Management Training workshops.
 - Supporting community groups to undertake a risk assessment analysis.
 - Assistance to link community groups to appropriate organisations in which to access guest speakers for life-skills workshops, venue, activities etc.
 - Supporting community groups' project progression and verbal reporting processes by attending bi-annual meetings (of 2 over the life of project) with MYSA's Grants Officer.
 - Assisting community groups to complete the final project report.

FUND MANAGEMENT

The MYDF will operate as follows:

- Potential applicants will be invited to attend a MYDF information session at MYSA detailing the particulars of the fund.
- Primary applicants and partner agencies will be required to meet and discuss their project proposal with the MYSA's Grants Officer to prepare their expression of interest.
- Short listed applications will be independently assessed by an external Advisory Group. All applicants will be advised of their application status.
- Successful primary applicants and their partner agencies will be invited to meet with MYSA's Grants Officer to develop their project ideas and formulate their project plans.
- Once primary applicants' project plans have been submitted and approved by MYSA's Grants Officer, the primary applicant and partner agency will enter into a funding agreement.
- Partner agencies will be required to provide the necessary insurances for the funded youth or community group.
- Primary applicants and partner agencies must attend one compulsory 'Writing a Project Plan' workshop

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- Primary applicants and partner agencies must attend two compulsory Project Management workshops.
- Funded primary applicants will receive two grant instalments. The first instalment is in accordance with two sequential steps, as per below:
 - 1) Funding will be provided upon compulsory attendance at the Project Management Training Workshop # 1 (to be scheduled in August) and;
 - 2) Funding will be provided after the primary applicant has submitted and gained approval from MYSA for the required project plans (estimated end August but is dependent on the individual primary applicant).

The second grant instalment will be provided after attendance at the Project Management Training Workshop # 2 (estimated in November). If the funded group is not incorporated, cheques will be made payable to the partner agency to be allocated to the funded group.

- Funded groups and their partner agencies will be required to attend two project progress meetings over the life of the project with MYSA's Grants Officer to discuss the project, receive support and advice, trouble shoot and obtain links to additional support mechanisms in the community. Failure to attend could result in a delay of funds transfer.
- Partner agencies will be required to provide support and assistance to the youth or community group for the duration of the project. The focus of this support must be on enhancing the group's grants and project management knowledge and skills.
- The funded group and partner agency are expected to develop a reciprocal checklist of agreed expectations, to be formalised in a communications plan to ensure ongoing project transparency and communication. A copy of this communications plan must be provided to MYSA's Grants Officer.
- The funded group must deliver and complete all project objectives, outputs and reporting requirements by June 30th 2010.
- As previously advised, the partner agency will be evaluated according to the level of support provided to the funded group. If the primary applicant is a community group, a project reference committee of at least three young people must be formed to steer the project deliverables.

FUNDING GUIDELINES

Funds are available for projects which enable young new arrivals to:

- Participate more fully in the life of the community.
- Improve life skills.
- Build self-esteem and confidence.
- Pursue new opportunities, directions and experiences.
- Develop leadership potential.

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Please note: Only projects that will benefit young people aged 12 – 25 years will be considered.

FUNDING EXCLUSIONS

The following will not be funded:

- Salaries/wages.
- On-going organisational infrastructure (e.g. computers etc).
- A project which duplicates existing projects.
- Retrospective funding.

AVAILABLE FUNDING

- One-off grants to a maximum of \$7000 are available.
- Funding requests over \$7000 will be automatically ineligible.

WHO MAY APPLY?

- The primary applicant must be a newly arrived youth or community group.
- Individuals cannot apply.
- The partner agency can be either a non-government or government agency, school or other organisation

RECEIVED APPLICATIONS

- MYSA will notify the primary applicant and their partner agency in writing to confirm receipt of the application.
- Emailed applications will not be accepted.
- Applications sent after the closing date will not be accepted.