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| Frequently Asked Questions (FAQs) |
| FReeZA 2025-2027 |
| OFFICIAL |

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# How should I use these Frequently Asked Questions (FAQ)?

These FAQs are intended to provide additional information and responses to common questions about the FReeZA 2025-2027 program.

You can find the FReeZA 2025-2027 program guidelines here: <https://www.vic.gov.au/freeza-2025-27>

If you cannot find what you are looking for and have a question about the program, please contact the Office for Youth at [freezagrants@dffh.vic.gov.au](mailto:freezagrants@dffh.vic.gov.au).

# About the Program

## How much funding is available to support a program?

Funding of up to $120,000 over three years is available to eligible organisations to deliver safe, youth-friendly events for young Victorians aged 12 to 25. Funding is provided to deliver events between 1 January 2025 and 31 December 2027.

Organisations may apply for one of three tiers of funding:

* **Level 1: between $45,000 and $60,000 over 3 years** ($15,000 to $20,000 per year)
* **Level 2: between $60,001 and $90,000 over 3 years** ($20,001 to $30,000 per year)
* **Level 3: between $90,001 and $120,000 over 3 years** ($30,001 to $40,000 per year).

Minimum annual event attendance expectations for each funding tier are:

| **Funding level** | **Metropolitan areas** | **Regional cities or peri-urban areas** | **Regional towns or rural areas** |
| --- | --- | --- | --- |
| Level 1 | 400 | 250 | 150 |
| Level 2 | 800 | 500 | 400 |
| Level 3 | 1,200 | 750 | 600 |

## Which level of funding is best for my organisation?

Organisations should consider their capacity to meet minimum attendance expectations when applying and are strongly encouraged to consider how changing circumstances over the three-year funding period might impact on the ability to deliver on these expectations.

For instance, for Level 3 funding in a regional town or rural area, consider how many events will need to be delivered to meet the minimum attendance of 600 for the year, how they might be spread across a 12-month period and what other existing local events or activities might make it more difficult to secure larger attendances.

An understanding of the cohort of young people in the local community, their interests and appetite to attend events and activities will also help to inform which level of funding is right for your organisation.

## What happens if my organisation is unable to meet targets?

It will be important to keep Office for Youth updated if you have any concerns about meeting minimum attendance targets should your organisation successfully secure funding through the program.

In applying for funding, please carefully consider the capacity of your organisation to meet the targets over the course of three years, and which level of funding is most appropriate.

## Is it compulsory to setup a FReeZA Committee and is there a minimum number of members required?

Establishing a FReeZA Committee is a requirement of the program. This ensures that young people are actively involved in decision-making, training and development opportunities, and lead the planning and delivery of events. While there is no minimum number of committee members specified in the grant requirements, we expect your project to engage a group of young participants to lead and contribute to the program’s delivery.

For reference, previous grant rounds expected FReeZA committees to engage on average 12 young people per year on their committee, though we recognise the need for flexibility depending on your community’s context.

## Are there expectations for the number of young people engaged in training and development initiatives?

There are no specific expectations for the number of participants engaged in training and development initiatives. However, the assessment criteria will consider the project's reach, the quality of outcomes, and the level of participation in alignment with the program's priorities. It is important to strike a balance between engaging lots of young attendees through larger-scale, light-touch events and providing more meaningful, in-depth opportunities for a smaller group of young people through training and development initiatives. Both approaches can contribute to the overall success of your project, depending on the outcomes you aim to achieve.

## What kind of events can be delivered with the funding?

Funding can be used to deliver events which reflect the needs and interests of young people aged 12-25 within an organisation’s local community.

Organisations should consider existing research or data on the needs of young people as well as developing their events and activities in co-design with young people.

A wide variety of events can be delivered, including larger-scale music performances and competitions, cultural events, performing arts events as well as more targeted events which cater to a specific interest or need of a certain community cohort.

Examples include battle of the bands, genre-based music lineups, themed dance events, theatrical performances, festivals, audio-visual performances and events to celebrate cultural heritage and occasions.

Funding is not intended to be used to deliver sporting or social events, and all events must be drug, alcohol and smoke-free.

## Can recreational, sporting or social focused events be funding under the program?

Projects that include a large proportion of recreational, sporting or social-focused events will not be funded. However, these activities can be supported as part of a broader suite of events if the application clearly demonstrates how they contribute to meaningful program outcomes and align with the FReeZA program’s objectives. The program’s core focus is on young people leading the planning and delivery of music, creative arts, and cultural events, while developing practical skills and career pathways in the creative industries.

## What other activities can be covered by the funding?

Funding can be used to cover costs directly related to the delivery of events including for staffing, training, reimbursement of volunteers, transportation and capability-building activities. Consideration should be given to compensating volunteers and committee members for their time, effort and commitment.

Please consider how each cost is directly related to the delivery of the events and how it is helping to meet the objectives of the program.

For instance, specific training and development activities which build the skills of the young people on your FReeZA committee and contribute to the successful delivery of events.

Funding may not be used to pay for venue hire fees to another part of your organisation, or for staffing costs that don’t relate specifically to the program.

## Do we need to pay committee members?

One of the program priorities is that young people are recognised for their time and contributions. This can include training and development opportunities, remuneration or reimbursements, allowances and honoraria for volunteers supporting the project.

The Youth Affairs Council of Victoria provides guidance on how to fairly acknowledge the efforts and contributions of young people, with information available on their website: [Youth Affairs Council Victoria | Paying young people (yacvic.org.au)](https://www.yacvic.org.au/yerp/coordinating-youth-participation/remuneration/) https://www.yacvic.org.au/yerp/coordinating-youth-participation/remuneration/.

## What is considered a reasonable percentage of funding to allocate to project coordination and staff costs?

There is no pre-determined maximum percentage of funding that can be allocated to staffing. However, project plans and budgets should account for the complete delivery of activities and supports that enable young people to participate in programs. Coordination and staffing costs can be included in proportion to the scale of your project and may cover:

* staffing costs with a direct link to the activity
* reimbursements, allowances and honoraria for young people supporting the project.

## What is the difference between FReeZA 2025-2027 and the previous FReeZA 2022-2024 grant round?

The funding model for the FReeZA 2025-2027 program has been remodelled to assist organisations apply for a funding level which best suits their situation and capacity to deliver. Changes to the funding model respond to responses to our recent consultations with past FReeZA providers, young people and the youth sector.

Targets have been simplified to support greater flexibility, particularly for rural and regional providers and in recognition of the increased cost of delivering events.

Grant funding can now be used to cover a wider range of costs associated with supporting young people and event delivery to better meet the needs of providers. For example, funding may be used to cover transport costs where there is a demonstrated need.

## How does a partnership application work?

Two or more organisations can work together to submit a single application.

This approach may suit smaller organisations which are geographically connected and can work together collaboratively to meet the requirements of the program. Partnership applications should include detail on the capabilities and experience of each organisation within the partnership.

This approach will require one organisation to submit the application and act as the single point of contact for the grant.

As with singe organisation applications, partnership applications are subject to maximum funding of $120,000 over three years.

## Is my organisation eligible for this grant program?

To receive funding an organisation must be a Victorian Local Government authority, a not-for-profit legal entity, an Aboriginal entity or a social enterprise.

Unincorporated associations and community organisations without an ABN are not eligible to apply.

Ineligible organisations may wish to consider applying under the auspice of an organisation which meets eligibility criteria and is able to take responsibility for managing grant funding and all legal and financial aspects of the grant on your organisation’s behalf.

## Can I submit multiple applications for programs in the same or different LGAs?

Yes, the same organisation can submit multiple applications through this program. This is to allow organisations to deliver tailored programs in multiple locations or with separate cohorts. Each application must be designed to effectively respond to the needs and aspirations of young people.

Whilst the assessment and recommendation process will take the geographic spread of grants into account, there is no specific limit on the number of grants that can be awarded in one location.

## Can we apply using the same projects that have previously been funded?

Current providers are welcome to develop applications using the same model that has been delivered previously, noting that applications will be assessed according to the criteria listed in the program guidelines.

## Can a social enterprise apply if they are for-profit?

Eligibility criteria and conditions are detailed in the guidelines. Generally yes, noting the organisation should have a clear purpose or mission related to engaging and empowering young people. Social enterprises:

* have an economic, social, cultural or environmental mission consistent with a public community benefit
* get most of their income from trade
* reinvest most of their profit/surplus in fulfilling their mission (at least 50%).

# About the application process

## When do applications open and close?

Applications open on **26 August 2024** and close on **30 September 2024 at 11:59 pm**. No applications will be accepted after the closing date.

## How do I apply?

All applications must be submitted online via the [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/s/login/) https://grantsgateway.dffh.vic.gov.au/s/login/.

## How to register for a Grants Gateway account?

To get started, you will need to access the DFFH Grants Gateway and register for an account. You can access the system by visiting [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/s/login/) https://grantsgateway.dffh.vic.gov.au/s/login/.

The Grants Gateway User registration guide provides step-by-step instructions on how to register for a Grants Gateway account.

## What if I have a technical problem when submitting my online application?

If you are having technical problems and the application form is not loading or submitting, please try a different internet browser as this can sometimes help. If this does not work, please email the Office for Youth at [freezagrants@dffh.vic.gov.au](mailto:freezagrants@dffh.vic.gov.au).

Please provide as much information as you can about the issue in your email.

# The assessment process

## How will my application be assessed?

All applications will be assessed against the selection criteria outlined in the guidelines and application form.

Applications will first undergo an assessment against eligibility criteria. Eligible applications will then progress to a merit assessment with an assessment panel giving a rating against each selection criteria. The assessment panel will be made up of departmental staff and other government representatives.

Based on the merit assessments, the panel will provide funding recommendations to the Minister for Youth.

The Minister for Youth will make a final decision based on panel recommendations and applicants will be notified of outcomes at this stage.

## What are the key questions in the application form that relate to the selection criteria?

These are the questions in the application form that align with the selection criteria in the program guidelines. We have included additional help text below the questions.

| **Weighting** | Questions and help text |
| --- | --- |
| **Program overview  (15%)** | 1. **Describe the aims, objectives and benefits of your proposed FReeZA project for young people including how this project aligns with the program's objectives.** 2. **Describe the local needs for the program in your community. Provide statistics, data, and results from consultations conducted with young people to support your description.**    * + Refer to program overview and program priorities sections of the Program guidelines |
| **Project delivery  (35%)** | 1. **What events and activities will your project deliver and what are the expected outcomes? Include how you will measure impact.**    * + Clearly outline the range of youth-led events and activities your project will deliver. Include details about the scale, frequency, and duration of each event or activity where relevant.      + Explain how these events and activities address the interests and needs of young people in your community and expected outcomes for each activity type.      + Provide clear indicators of success, such as increased skills, improved confidence, enhanced creativity, or greater community involvement among participants.      + Explain the methods and tools you will use to measure these outcomes      + Where relevant, explain how the budget aligns with the scale and number of events/attendees. 2. **How many events is your project aiming to deliver each year?** 3. **Estimated number of attendees per year (total of all events)** 4. **How will your project manage risks and ensure the safety of young people?**    * + Describe the risk management processes that will be implemented in your project including any key risks you foresee.      + Explain how your project will comply with the Victorian Child Safe Standards to ensure the safety and well-being of young people participating in FReeZA events.      + Outline any specific safety measures, protocols, or procedures that will be in place during the events.      + Mention any training or guidelines provided to staff and volunteers to ensure they are equipped to handle potential risks and emergencies. |
| **Participation and engagement with young people  (30%)** | 1. **How does the project plan to attract, retain and support young people in leading the planning and delivery of 'FReeZA' events?  Please describe the strategies for skill development, career pathway support and recognition of young people's contributions.**    * + Describe the strategies you will use to engage, retain and recognise young people's active participation in the program, including any outreach efforts or partnerships that will help you connect with them.      + Explain how the project will help young people develop skills that are valuable for careers in the creative industries or transferable to other areas of their personal and professional lives.      + Detail the training programs, workshops, career support, or mentoring opportunities that will be offered.      + Describe any collaborations with industry professionals, organizations, or educational institutions that will enhance career development. 2. **How many young people per year will be engaged in your FReeZA committee or will lead the delivery of events?** 3. **Estimate the number of young people that your project aims to provide skill development opportunities to per year?** 4. **What strategies will be implemented so that your FReeZA committee and FReeZA events are inclusive and accessible to all young people?**    * + Outline the steps you will take to make sure your project is inclusive and welcoming to all young people, including those identifying as LGBTIQA+, multicultural and multifaith young people, newly arrived and refugee communities, Aboriginal young people, and young people living with disability.      + Describe any specific accommodations or supports you will provide to address the needs of diverse participants.      + Explain how you will promote inclusivity and diversity within your events and committees.      + Discuss any training or awareness programs for staff and volunteers to ensure they understand and uphold inclusive practices. 5. **Please indicate the primary cohort/s of young people aged 12-25 that will participate in your program. Select up to 2.** |
| **Organisational experience and capability  (20%)** | 1. **Explain how your organisation has the experience, capability, and capacity to deliver the program successfully.**   Consider the following in your response:   * + - Evidence of success: Provide specific examples of your organisation's experience in delivering youth-led events.     - Connections and partnerships: Describe your strategies for building networks and partnerships that will support this project by enhancing the impact, delivery or sharing of best practices.     - Governance and management: Outline your governance structure and management processes, including risk management and how you will address potential challenges that may arise during the project.     - Organisational Commitment: Detail your organisation's commitment to the project through staff allocation, roles and any additional resources or support provided to ensure the project's success. |

## How do I measure attendance and participation numbers?

If an event is part of a larger-scale event or festival, you should only count the number of attendees that are likely to attend the FReeZA event not the entire festival.

A young person’s participation should be counted only once annually for each unique activity. For example, if a young person participated in a youth advisory group that meets monthly, they should be captured as ‘1’ participant in the annual reporting period.

A young person’s participation can be counted more than once if they participate in more than one unique activity e.g., if they attend an event and participant in a skill development activity, their participation can be noted once for each activity.

In terms of participation targets set for successful applicants, this will be determined for each individual project based on the project scope and numbers submitted in their application. This will be reviewed and finalised during the planning phase of the program. The department will work with successful organisations to submit and update activity plans in early 2025.

## Will successful organisations receive the total amount requested as part of the grant application?

Successful organisations may not receive the full funding amount requested as part of their grant application. If a lesser among is awarded, we will provide applicants with an explanation for this.

For instance, the assessment panel might decide that an application does not demonstrate an organisation’s capability to deliver on Level 3 funding expectations, however, demonstrates an ability to deliver on Level 1 funding expectations.

## When will outcomes be known?

The department aims to notify all applicants of outcomes as soon as possible this year following a rigorous assessment and approval process. Unsuccessful applicants will be given the opportunity to seek written feedback on their applications.

# Local Government Area (LGA) classification list

| Metro | Regional cities or interface or peri urban areas | Regional towns/areas |
| --- | --- | --- |
| * Banyule * Bayside * Boroondara * Brimbank * Darebin * Frankston * Glen Eira * Greater Dandenong * Hobsons Bay * Kingston * Knox * Manningham * Maribyrnong * Maroondah * Melbourne * Merri-bek * Monash * Moonee Valley * Port Phillip * Stonnington * Whitehorse * Yarra | * Ballarat * Cardinia * Casey * Greater Bendigo * Greater Geelong * Greater Shepparton * Horsham * Hume * LaTrobe * Melton * Mildura * Mornington Peninsula * Nillumbik * Wangaratta * Warrnambool * Whittlesea * Wodonga * Wyndham * Yarra Ranges | * Alpine * Ararat * Bass Coast * Baw Baw * Benalla * Buloke * Campaspe * Central Goldfields * Colac Otway * Corangamite * East Gippsland * Gannawarra * Glenelg * Golden Plains * Hepburn * Hindmarsh * Indigo * Loddon * Macedon Ranges * Mansfield * Mitchell * Moira * Moorabool * Mount Alexander * Moyne * Murrindindi * Northern Grampians * Pyrenees * Queenscliffe * South Gippsland * Southern Grampians * Strathbogie * Surf Coast * Swan Hill * Towong * Wellington * West Wimmera * Yarriambiack |

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In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.

Available at [FReeZA 2025-27 grant program: Announcing the opening of grants supporting youth-friendly events](https://www.vic.gov.au/freeza-2025-27) https://www.vic.gov.au/freeza-2025-27

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