

|  |
| --- |
| Frequently asked questions (FAQs) |
| Engage! 2025-2027 program |
| OFFICIAL |

Contents

[How should I use these frequently asked questions (FAQ)? 2](#_Toc176789111)

[About the Program 2](#_Toc176789112)

[How much funding is available to support my project? 2](#_Toc176789113)

[Which level of funding is best for my organisation? 2](#_Toc176789114)

[What happens if my organisation is unable to meet targets? 2](#_Toc176789115)

[What kind of activities can be delivered with the funding? 3](#_Toc176789116)

[Can you provide an idea of the level of funding that would be considered for lower participation for a unique cohort? 4](#_Toc176789117)

[What would be considered a reasonable percentage of funding allocated to staffing costs? 5](#_Toc176789118)

[What is the difference between Engage! 2025-2027 and the previous Engage! 2022-2024 grant round 5](#_Toc176789119)

[How does a partnership application work? 5](#_Toc176789120)

[How do I measure participation numbers? 5](#_Toc176789121)

[Can the same organisation submit multiple applications for funding? 6](#_Toc176789122)

[About the application process 6](#_Toc176789123)

[When do applications open and close? 6](#_Toc176789124)

[How do I apply? 6](#_Toc176789125)

[How to register for a Grants Gateway account? 6](#_Toc176789126)

[What if I have a technical problem when submitting my online application? 6](#_Toc176789127)

[Can we apply using the same projects that have previously been funded? 6](#_Toc176789128)

[When does my organisation need to confirm its auspice arrangement? 6](#_Toc176789129)

[Can I submit multiple applications for programs in different LGAs? 6](#_Toc176789130)

[Can a social enterprise apply if they are for-profit? 7](#_Toc176789131)

[The assessment process 7](#_Toc176789132)

[How will my application be assessed? 7](#_Toc176789133)

[What are the key questions in the application form that relate to the selection criteria? 7](#_Toc176789134)

[Will successful organisations receive the total amount requested as part of the grant application? 9](#_Toc176789135)

[When will outcomes be known? 9](#_Toc176789136)

[Local Government Area (LGA) classification list 10](#_Toc176789137)

# How should I use these frequently asked questions (FAQ)?

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

You can find the Engage! 2025–2027 program guidelines at <https://www.vic.gov.au/engage-2025-2027>.

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

# About the Program

## How much funding is available to support my project?

Funding ranging from $60,000 to $180,000 over three years ($20,000 to $60,000 per year) is available for eligible organisations to partner with young Victorians to deliver activities across at least two of the three activity categories.

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

Organisations should consider their capacity to engage young people in their program. To receive maximum funding of $180,000 over three years ($60,000 per year), it is expected that a program would have annual participation figures of approximately 600 young people in metropolitan areas, 400 young people in regional cities or peri-urban areas, and 300 young people in regional towns or rural areas.

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

The table below provides a benchmark for the expected reach associated with different funding amounts. Relative to the amount of funding requested, the selection criteria will also consider the project’s reach, outcomes and level of youth participation.

Indicative participation levels per year for the maximum funding amount

|  |  |
| --- | --- |
| Area | Young people participating |
| Metropolitan areas | 600 |
| Regional cities or peri-urban areas | 400 |
| Regional towns or rural areas | 300 |

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

If your organisation is successful in securing funding through the program it will be important to keep the Department updated of any concerns about meeting your agreed targets.

In applying for funding, please carefully consider the capacity of your organisation to meet the targets you set over the three years and apply for a level of funding that is most appropriate.

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

Successful applicants will partner with young Victorians between the ages of 12 and 25 to co-design and deliver activities across at least 2 of the 3 categories:

* **Category 1: Youth engagement and participation** – activities that promote the voices of young people and participation in decision making.

|  |  |
| --- | --- |
| **Example activity type** | **Description** |
| *Youth support groups* | Young people working together with a shared interest, including:   * interest-based groups (such as music, culture, art or recreation) * targeted development groups (such as jobs club, homework support groups) * cohort-specific peer support groups (such as refugee/asylum seeker, LGBTIQ+) |
| *Civic participation groups* | Young people working together in an advisory or decision-making role, including:   * youth action groups * youth advisory group * youth councils * youth advocacy groups |
| *Youth-led projects* | Young people working together to plan events, projects or activities including:   * community or cultural festivals * art and photography exhibitions * music events * environment and climate change events * sport and recreation events * youth forums and workshop |

* **Category 2: Youth development** – activities that support young people to develop new skills through training, mentoring and volunteering. Examples include technical or life skills training, personal development training, volunteering initiatives or mentoring.

|  |  |
| --- | --- |
| **Example activity type** | **Description** |
| *Technical skills training* | Young people participating in training to develop technical skills in areas such as:   * hospitality * creative arts * media * sport and recreation * environment * first aid (including youth mental health |
| *Personal*  *development*  *training* | Young people participating in training to develop a broad range of skills, including:   * leadership * communication * interpersonal and teamwork * career pathways and job readiness |
| *Life skills*  *training* | Young people participating in training to develop independent living skills, including:   * financial literacy * applying for a job, including writing resumes, applications and conducting interviews * housing rental applications * cooking, nutrition and fitness * navigating service systems (such as health, employment, housing, superannuation) * workplace rights and obligations |
| *Volunteering* | Young people participate in local volunteering programs, including:   * community based (such as environment and sporting clubs) * workplace based (such as work experience, industry placements, * internships |
| *Mentoring* | Young people participate in mentoring programs, including:   * one-on-one mentoring: young people matched with adult mentors over an extended period of time * peer mentoring: small groups of young people matched with a peer mentor |

* **Category 3: Youth celebration** **and events** – activities that showcase and recognise young people’s contribution to the community.

|  |  |
| --- | --- |
| **Example activity type** | **Description** |
| *Youth events* | Events and activities that celebrate and showcase young people in their local community, including:   * graduation events * youth awards nights * youth showcase activities (such as magazines, digital recordings, social media activations) * reward and recognition events * youth-led events, projects or activities planned by young people under ‘Youth-led projects’ from Category 1 |

Funding is intended to be used to deliver activities 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 activities in co-design with young people.

Please refer to the Program Guidelines for information on activities that cannot be funded.

## Can you provide an idea of the level of funding that would be considered for lower participation for a unique cohort?

As a guideline, if your participation target is one third of the target indicated for maximum funding, it is suggested that you apply for approximately one third of the funding for your project. The selection criteria will however also consider a range of factors including the project’s reach, outcomes/benefits and level of youth participation when assessing applications.

## What would be considered a reasonable percentage of funding allocated to staffing costs?

There is no pre-determined percentage of funding expected to be allocated for staffing, however project budgets are expected to include funding for the full delivery of projects, including activities and supports to enable young people to participate in programs. Project coordination and staffing costs are allowed to be included proportionate to your project's scale, and include:

* staffing costs with a direct link to the activity

– reimbursements, allowances and honoraria for young people supporting the project.

## What is the difference between Engage! 2025-2027 and the previous Engage! 2022-2024 grant round

Changes to the Engage! program have been made following feedback and consultation with young people, program providers and youth sector organisations.

The multi-year funding model has been maintained, and program guidelines have been updated to more strongly elevate expectations for young people’s involvement and recognition throughout the program and encourage partnerships and collaboration between organisation to deliver activities.

Participation targets and the funding structure have been revised to allow for greater flexibility, particularly to allow a focus on priority cohorts. Targets have been simplified to support greater flexibility, particularly for rural and regional providers. Grant funding can 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 $180,000 over three years.

## How do I measure participation numbers?

A young person’s participation should be counted only once annually for each unique activity. For example, if a young person participated in a civic participation group and there were 10 meetings in 2024, 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 a ‘youth support group’ activity (Category 1) and also attend a personal development training activity (Category 2), they should be noted as ‘1’ participant 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.

## Can the same organisation submit multiple applications for funding?

Yes, the same organisation can submit multiple applications for funding 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 local young people.

# About the application process

## When do applications open and close?

Applications open on **19 August 2024** and close on **23 September at 11:59pm**. 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/) https://grantsgateway.dffh.vic.gov.au/.

## 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/) https://grantsgateway.dffh.vic.gov.au/.

The Grants Gateway User registration guide provides step-by-step instructions on how to register for a Grants Gateway account. **We highly recommend using a shared email account when registering to allow multiple people in the same organisation to have access to the application.**

## 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 contact the Office for Youth at [engagegrants@dffh.vic.gov.au](mailto:engagegrants@dffh.vic.gov.au).

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

## 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 guidelines / FAQs.

## When does my organisation need to confirm its auspice arrangement?

You will need to confirm your auspice arrangement when submitting your application, and attach evidence of the arrangement in your application.

## Can I submit multiple applications for programs in 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.

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

The 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%).

# 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**  **(20%)** | 1. **Describe the aims, objectives and benefits of your proposed Engage! 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**  **(30%)** | 1. **What activities will your project deliver and what are the expected outcomes? Include how you will measure impact.**  * Clearly outline the range of youth-led activities your project will deliver under each activity category. Include details about the scale, frequency, and duration of each event or activity where relevant. * Explain how these 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 activities/participants  1. **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](https://www.vic.gov.au/about-child-safe-standards) to ensure the safety and wellbeing of young people participating in Engage! activities. * Mention any training or guidelines provided to staff and volunteers to ensure they are equipped to handle potential risks and emergencies.  1. **How many activities is your project aiming to deliver each year?** 2. **How many young people do you estimate will participate in your project per year?** |
| **Participation and engagement with young people**  **(35%)** | 1. **How does your project engage and support young people in leading the planning, delivery, and evaluation of the Engage! Program?**  * Describe the strategies you will use to engage, retain and recognise young people's active participation in guiding the program, including any outreach efforts or partnerships that will help you connect with them. * Please indicate if your project plans to establish a youth advisory group to lead the project.  1. **How many young people will be engaged to lead the planning and delivery of your Engage! project and activities?** 2. **Describe the strategies to provide meaningful training, mentoring, and volunteering opportunities for skill development?**  * Detail the training programs, workshops, career support, or mentoring opportunities that will be offered. * Explain how the project will help young people develop new skills to support their transition to adult life.  1. **How will you recognise and reward young people's contributions to the program and the local community?**  * Please describe planned recognition and rewards, including remuneration, that will be provided.  1. **What strategies will be implemented so that your Engage! activities and committees 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 activities and committees. * Discuss any training or awareness programs for staff and volunteers to ensure they understand and uphold inclusive practices.  1. **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 (15%)** | **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 initiatives. * 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. |

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

Due to the competitive nature of this program, successful organisations may not receive the full funding amount requested as part of their grant application. If a lesser among is awarded, applicants will be provided with an explanation for this.

For instance, the assessment panel might decide that an application demonstrates a strong alignment and capability to deliver the program, but has not costed their program commensurately with its proposed activities. In this situation a lesser amount may be offered, and a revised budget and deliverables will be agreed when entering into a funding agreement.

## 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** |
| 1. Banyule 2. Bayside 3. Boroondara 4. Brimbank 5. Darebin 6. Frankston 7. Glen Eira 8. Greater Dandenong 9. Hobsons Bay 10. Kingston 11. Knox 12. Manningham 13. Maribyrnong 14. Maroondah 15. Melbourne 16. Merri-bek 17. Monash 18. Moonee Valley 19. Port Phillip 20. Stonnington 21. Whitehorse 22. Yarra | 1. Ballarat 2. Cardinia 3. Casey 4. Greater Bendigo 5. Greater Geelong 6. Greater Shepparton 7. Horsham 8. Hume 9. LaTrobe 10. Melton 11. Mildura 12. Mornington Peninsula 13. Nillumbik 14. Wangaratta 15. Warrnambool 16. Whittlesea 17. Wodonga 18. Wyndham 19. Yarra Ranges | 1. Alpine 2. Ararat 3. Bass Coast 4. Baw Baw 5. Benalla 6. Buloke 7. Campaspe 8. Central Goldfields 9. Colac Otway 10. Corangamite 11. East Gippsland 12. Gannawarra 13. Glenelg 14. Golden Plains 15. Hepburn 16. Hindmarsh 17. Indigo 18. Loddon 19. Macedon Ranges 20. Mansfield 21. Mitchell 22. Moira 23. Moorabool 24. Mount Alexander 25. Moyne 26. Murrindindi 27. Northern Grampians 28. Pyrenees 29. Queenscliffe 30. South Gippsland 31. Southern Grampians 32. Strathbogie 33. Surf Coast 34. Swan Hill 35. Towong 36. Wellington 37. West Wimmera 38. Yarriambiack |

To receive this document in another format, email the Office for Youth [Engagegrants@dffh.vic.gov.au](mailto:Engagegrants@dffh.vic.gov.au).

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Australia, Department of Families, Fairness and Housing, August 2024.

[](https://creativecommons.org/licenses/by/4.0/)

With the exception of any images, photographs or branding (including, but not limited to the Victorian Coat of Arms, the Victorian Government logo or the Department of Families, Fairness and Housing logo), this work, Engage! 2025–2027 program guidelines, is licensed under a Creative Commons Attribution 4.0 licence.

The terms and conditions of this licence, including disclaimer of warranties and limitation of liability are available at [Creative Commons Attribution 4.0 International Public License](https://creativecommons.org/licenses/by/4.0/) https://creativecommons.org/licenses/by/4.0/.

You are free to re-use the work under that licence, on the condition that you credit the State of Victoria, Australia (Department of Families, Fairness and Housing) as the author, indicate if any changes have been made to the work and comply with the other licence terms.

Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples.

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 [Engage! 2025-27 grants to support youth development](https://www.vic.gov.au/engage-2025-2027) https://www.vic.gov.au/engage-2025-2027

(2406129)