

Victorian Youth Fest 2025

Grant guidelines

We acknowledge the Traditional Owners of Country throughout Victoria and pay respects to their Elders past and present. We acknowledge that Aboriginal self-determination is a human right and recognise the hard work of many generations of Aboriginal people.

We are committed to safe and inclusive workplaces, policies, and services for people from LGBTIQA+ communities and their families.

To receive this document in another format, email the Office for Youth youthweek.fv@dffh.vic.gov.au.

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Available at [Youth Fest grants](https://www.vic.gov.au/youth-fest-grants).[[2]](#footnote-3)

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# Minister’s message

Young Victorians are the heartbeat of our state. Their ideas, passion and creativity are vital to shaping Victoria’s future.

As Victoria’s Minister for Youth, I am thrilled to announce the opening of Victorian Youth Fest 2025 grants. This funding reflects the Victorian Government’s ongoing commitment to empowering young people by amplifying their voices and celebrating their contribution to our community.

Youth Fest creates opportunities for young Victorians to shape and deliver events that meet the needs of local young people. At the core of this program is ensuring events are diverse and accessible for all young Victorians to enjoy.

The program supports a range of youth organisations, including community groups, local councils, sporting clubs and schools. Successful organisations will help to plan and host events that celebrate Victorian young people throughout September.

Youth Fest 2025 grants will create platforms for young people to express themselves and share their talents. Importantly, planned events will help foster community connection while ensuring young people are at the heart of the program.

I am excited to witness young Victorians partnering with local organisations to create unique and innovative events for Youth Fest 2025. I am certain Youth Fest 2025 will be a true reflection of the passion, creativity and determination that define Victoria’s young people.



**The Hon Natalie Suleyman MP**

Minister for Youth

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# About the Victorian Youth Fest 2025

Victorian Youth Fest 2025 is a month-long celebration across Victoria. It recognises the contribution and achievements of young people aged 12 to 25 in their communities.

The Victorian Government is providing grants of up to $2,000 to deliver events across the state during **Victorian Youth Fest in September 2025.**

The objectives of Victorian Youth Fest 2025 are to:

* enable young people to get involved in planning and delivering Victorian Youth Fest activities
* promote positive images of all young people by displaying their:
	+ talents
	+ achievements
	+ contributions to the community
* provide opportunities for young people to express their ideas and have their voices heard within the community.

Victorian Youth Fest events should:

* be inclusive and accessible to all young people
* support those who face barriers to community participation
* offer, where possible, mixed models of delivery (e.g., online and in person).

We encourage organisations planning events to support priority groups of young people to apply. This includes young people who:

* live in regional and rural Victoria
* are newly arrived, refugees and asylum seekers
* are Aboriginal or Torres Strait Islanders
* are culturally diverse
* have a disability
* identify as LGBTIQA+
* face social isolation or disadvantage.

Applications are open from **Monday 17 February 2025**. All applications must be submitted via the Grants Gateway by no later than 11:59 am on Friday 14 March 2025. Direct submissions and late applications will not be accepted.

Refer to the ‘[How to apply’](#_How_to_apply) section for more details.

# Who can apply

Local government, community organisations and schools in Victoria may apply if:

* the applicant is a legal entity. This includes a not-for-profit incorporated body, co-operative or association
* the applicant has a current Australian Business Number (ABN) or provides written advice from the Australian Tax Office that withholding tax is not required from the grant payment
* the applicant has no outstanding reports from previous or current grants funded via the Department of Families, Fairness and Housing
* Victorian Youth Fest 2025 activities are delivered within Victoria in the month of September 2025
* they partner with young people to design and deliver the proposed activities.

Commercial organisations or bodies formed for profit-making purposes are **not** eligible to receive a Victorian Youth Fest 2025 grant.

Organisations that do **not** meet these criteria are **not** eligible to apply for funding. But they might consider partnering with an eligible organisation under an auspice arrangement. See the ‘[auspice arrangements’](#_Auspice_arrangements) section for more information.

How to check your Australian Business Number (ABN)

* To check your ABN, visit the [Australian Business Register (ABR)](https://abr.business.gov.au/)[[3]](#footnote-4).

How to check your organisation type:

* For incorporated associations, co-operatives or organisations incorporated through other means go to [Consumer Affairs Victoria](https://www.consumer.vic.gov.au/)[[4]](#footnote-5).
* For a Company Limited by Guarantee go to [ASIC Connect](https://asicconnect.asic.gov.au/)[[5]](#footnote-6).
* For registered charities go to [Australian Charities and Not-for-profits Commission (ACNC)](https://www.acnc.gov.au/charity/charities)[[6]](#footnote-7).
* For Aboriginal corporations go to [Office of the Registrar of Indigenous Corporations (ORIC)](https://www.oric.gov.au/)[[7]](#footnote-8).

To check if your organisation is up to date on reporting requirements, please view your current grants on the DFFH [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/s/login/)[[8]](#footnote-9).

Any report which is showing as red is overdue. These reports must be completed before you submit your application to this grant program to avoid disappointment.

Or, email the Office for Youth youthweek.fv@dffh.vic.gov.au to check whether your organisation is up to date with grant reporting requirements.

## Auspice arrangements

Auspice arrangements are allowed under the program.

If your organisation is not incorporated or does not have an ABN, you may consider partnering with another organisation that meets these eligibility criteria who will accept legal responsibility for the grant. This is known as an auspice arrangement.

If the application is successful, your organisation will deliver the activity, but the auspice organisation will be responsible for:

* signing the grant funding agreement with the department
* ensuring the legal and financial requirements of the grant and funding agreement are met
* receiving and distributing grant funds under the funding agreement
* ensuring all project activities are completed
* submitting reports and financial acquittals (an acquittal is a detailed breakdown of funding expenditure and any unexpended funds) on behalf of your organisation.

If you want to propose an auspice arrangement the application must include:

* a letter of support from the auspice organisation.

## Types of activities that can be funded

Victorian Youth Fest 2025 funds youth-led activities, events and projects that focus on issues of interest to young people. Eligible organisations can apply for grants of up to $2,000.

Examples of previously funded projects include:

* arts-focused:
	+ events
	+ photography exhibitions
	+ mural creations
	+ film competitions
* cultural days and community festivals with:
	+ live bands
	+ stalls
	+ activities
* sporting events, such as:
	+ soccer tournaments
* competitions, including:
	+ skate
	+ BMX
	+ basketball
* workshops and forums that focus on issues that concern young people, including:
	+ body image
	+ diversity and inclusion
	+ mental health
	+ cultural respect
	+ the environment.

For a full list of Victorian Youth Week activities funded in 2024, visit the Victorian Government’s [Youth Fest grants](https://www.vic.gov.au/youth-fest-grants)[[9]](#footnote-10) website.

From 1 January 2025, organisations that are not registered for GST can use grant funds to cover the cost of GST from goods and services purchased with DFFH grant funds. More information, including what this means for your grant application, is available on the [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/)[[10]](#footnote-11).

## Types of activities that cannot be funded

Victorian Youth Fest 2025 grants will **not** fund:

* projects that are not youth-focused or youth-led
* organisations that have failed to complete any previous projects funded by the Department of Families, Fairness and Housing, without sufficient cause
* activities that are the primary focus of other Victorian Government programs
* projects that are already fully funded
* funding for projects that have already started or been completed, including:
	+ any activity undertaken before notification of an application outcome
* significant funding for equipment
* requests to purchase, maintain or upgrade facilities or equipment
* requests for salary subsidies
* projects, activities or travel outside Victoria
* funding for people or organisations from interstate or overseas to visit Victoria
* party political activities
* gambling or alcohol related expenses
* non-project related administration costs.

If you’re not sure if your proposed event is eligible for funding, email the Office for Youth: youthweek.fv@dffh.vic.gov.au.

# How to apply

Submit all applications online using the Victorian Youth Fest 2025 application form unless the department has agreed to a prior arrangement. The application form is available on the [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/)[[11]](#footnote-12).

**Submit applications by 11:59 am, Friday 14 March 2025.** The [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/)[[12]](#footnote-13) will confirm receipt of applications. To ensure a fair process, **the department will not accept any applications after the closing date**.

Apply in 4 steps:

* **Step 1** – read these guidelines to make sure your organisation and project are eligible.
* **Step 2** – consider the assessment criteria for your project.
* **Step 3** – if you want to discuss your project, email the Office for Youth youthweek.fv@dffh.vic.gov.au and request a call back.
* **Step 4** – submit your application by **11:59 am, Friday 14 March 2025**. Register or log-in to the [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/)[[13]](#footnote-14) to complete an application under ‘Available Grants’. You can:
	+ save your application as a draft and finish it later
	+ attach all supporting documents with the application
	+ note the application number for reference when contacting us about your application.

# Assessment process

All applications for the program will undergo the following review and assessment process:

| Assessment component | Details of assessment component |
| --- | --- |
| Eligibility assessment | * The department reviews all applications against the eligibility criteria.
* The eligibility assessment determines whether your application will proceed to merit assessment.
 |
| Merit assessment – ratings against selection criteria | * An assessment panel reviewseligible applications. The panel scores applications against the [selection criteria](#_Selection_criteria).
* The assessment panel includes:
	+ departmental staff
	+ other government representatives.
 |
| Funding recommendations | * The assessment panel provides the Minister for Youth with funding recommendations.
 |
| Application outcome | * The Minister for Youth makes the final decision based on panel recommendations.
* The department notifies all applicants of the outcome of their application by email.
 |

## Notification of application outcomes

All applicants receive written notification of the outcome of their application. If you are successful, the department will let you know about any specific conditions attached to the grant.

Unsuccessful applicants can ask for feedback within one month of the outcome. The department aims to provide written feedback within 20 business days of any request.

All assessment decisions are final. This includes decisions about:

* eligibility
* assessment process
* any decision to:
	+ offer or award a grant under the program
	+ withdraw the offer or cancel the funding agreement.

## Selection criteria

The department assesses applications against the requirements in the following 4 criteria. Each section is rated using a percentage amount.

Applicants must use the criteria to show how their proposed project will meet the objectives of Victorian Youth Fest 2025.

**1. Project overview**

The project overview is rated at **15%**. Applicants must:

* provide an overview of the project, including its:
	+ objectives
	+ intended outcomes
	+ what you will do
* describe the local needs for the project in the community
* provide evidence of the need for the project based on:
	+ data
	+ research
	+ consultation with young people.

**2. Project delivery**

The project delivery is rated at **30%**. Applicants must describe how you will:

* support young people’s participation in planning and delivering the project
* showcase young people’s:
	+ talents
	+ achievements
	+ contributions to the community
* plan for an accessible event.

**3. Youth participation in the project**

Youth participation in the project is rated at **45%**. Applicants must:

* list the roles and activities that young people will take on to deliver the project
* identify how the project will actively engage and encourage involving a diverse range of young people, including those who:
	+ live in regional and rural Victoria
	+ are newly arrived, refugees and asylum seekers
	+ are Aboriginal or Torres Strait Islanders
	+ are culturally diverse
	+ have a disability
	+ identify as LGBTIQA+
	+ face social isolation or disadvantage.

Applications from groups based in regional and rural Victoria are strongly encouraged and will be prioritised.

**4. Project partners**

The project partners section is rated at **10% cent**. Applicants must:

* list key partners that will support this project, including:
	+ schools
	+ community organisations
	+ councils
	+ businesses
* describe the role that each partner will play.

# Funding conditions

## Funding agreements

If successful, you **must** enter into a Victorian Common Funding Agreement (VCFA) with the department within 2 weeks of receipt of the documentation. If you do **not** accept the funding offer during this period, the department may withdraw it.

The VCFA outlines:

* the grant’s terms and conditions, including use of funds
* key deliverables and due dates
* reporting requirements.

## Program requirements

Organisations applying for a $2,000 grant need to outline other contributions for the proposed project, such as financial and in-kind support.

The following conditions will apply to all projects that receive a grant:

* Any variation to the approved project **must** be submitted to the Department of Families, Fairness and Housing for approval, **before** starting the project.
* All projects **must**:
	+ be accessible to young people aged 12 to 25, in their local community
	+ take place in Victoria during Victorian Youth Fest in September 2025
	+ be alcohol, smoke and drug-free, and be fully supervised
	+ provide safe and secure environments for young people
	+ be covered by all appropriate insurance, including public liability insurance.
* All publicity, promotional material and signage relating to the project must prominently display the Victorian Youth Fest and Victorian Government logos.
* All promotional material and publicity generated by the funded organisation relating to the project must include the following acknowledgement:
	+ ‘This event is supported by the Victorian Government’.
* Grant recipients must submit event details to the Department of Families, Fairness and Housing by July 2025.
* Grant recipients must complete a Victorian Youth Fest 2025 report that includes media related to their project, event or activity, such as:
	+ photographs
	+ films
	+ mixed media artwork.
* All staff and people aged 18 and over, who come into regular, direct and unsupervised contact with young people and are involved in program delivery (for applicable projects), will need to hold current [Working With Children Checks](https://service.vic.gov.au/services/working-with-children)[[14]](#footnote-15).
* Grant recipients must have appropriate policies and processes in place that follow the Victorian [Child Safe Standards](https://ccyp.vic.gov.au/child-safe-standards/)[[15]](#footnote-16). This includes changes that came into effect from 1 July 2022. For more information, see [New Child Safe Standards start in Victoria on 1 July 2022 to better protect children](https://ccyp.vic.gov.au/news/new-child-safe-standards-start-in-victoria-on-1-july-2022-to-better-protect-children)[[16]](#footnote-17).

## Payment of grant funds and reporting requirements

Funded organisations will:

* be paid in advance of agreed project milestones and deliverables outlined in the Funding Agreement
* submit a final report including a project acquittal and evidence of project outcomes at the end of the activities.

Funds must go to the project as described in the VCFA. Any unspent funds must go back to the department.

### Goods and services tax (GST)

* GST is paid if the grant is funding a good or service, and if the recipient organisation is registered for GST.
* GST is **not** paid if the recipient organisation is not registered for GST.
* GST is **not** paid if the recipient organisation is a government entity (e.g., school, local council).
* GST is **not** paid if the grant is **not**funding a good and/or service.

# More information

Please email the Office for Youth: youthweek.fv@dffh.vic.gov.au to:

* ask for more information
* request a call back, from Monday to Friday, 9:00 am to 5:00 pm (except public holidays).

**To receive this document in another format:**

Please email the Office for Youth youthweek.fv@dffh.vic.gov.au.

**If you need an interpreter:**

Please email the Office for Youth youthweek.fv@dffh.vic.gov.au to request a call back and tell us of your preferred language.

**If you are deaf, hearing impaired or speech impaired:**

Please email the Office for Youth youthweek.fv@dffh.vic.gov.au to request a call back and tell us the National Relay Service (NRS) you would like us to use to contact you.

For more information about the NRS, visit [National Relay Service](https://www.accesshub.gov.au/about-the-nrs/nrs-call-numbers-and-links)[[17]](#footnote-18) or call the NRS Helpdesk on 1800 555 660.

1. https://creativecommons.org/licenses/by/4.0/. [↑](#footnote-ref-2)
2. https://www.vic.gov.au/youth-fest-grants [↑](#footnote-ref-3)
3. https://abr.business.gov.au [↑](#footnote-ref-4)
4. https://www.consumer.vic.gov.au [↑](#footnote-ref-5)
5. https://asicconnect.asic.gov.au [↑](#footnote-ref-6)
6. https://www.acnc.gov.au/charity/charities [↑](#footnote-ref-7)
7. https://www.oric.gov.au [↑](#footnote-ref-8)
8. https://grantsgateway.dffh.vic.gov.au/s/login/ [↑](#footnote-ref-9)
9. https://www.vic.gov.au/youth-fest-grants [↑](#footnote-ref-10)
10. https://grantsgateway.dffh.vic.gov.au/s/login [↑](#footnote-ref-11)
11. https://grantsgateway.dffh.vic.gov.au/ [↑](#footnote-ref-12)
12. https://grantsgateway.dffh.vic.gov.au/ [↑](#footnote-ref-13)
13. https://grantsgateway.dffh.vic.gov.au/ [↑](#footnote-ref-14)
14. https://service.vic.gov.au/services/working-with-children [↑](#footnote-ref-15)
15. https://ccyp.vic.gov.au/child-safe-standards [↑](#footnote-ref-16)
16. https://ccyp.vic.gov.au/news/new-child-safe-standards-start-in-victoria-on-1-july-2022-to-better-protect-children [↑](#footnote-ref-17)
17. https://www.accesshub.gov.au/about-the-nrs/nrs-call-numbers-and-links [↑](#footnote-ref-18)