

1. Program Overview

The Duke of Edinburgh's International Award – Australia (WA) generated funds from fundraising activities to substantially increase the number of Award Participants undertaking and completing an Award, who are considered disadvantaged and/or disabled (based on eligibility criteria detailed below).

Total Funding will be expended over 5 years from January 2016 – December 2020, with all funding to be allocated according to the following criteria and guidelines.

The Award is seeking to support between 350 and 400 youth to commence and complete the Award over the five year period.

The Award will be working with both new and existing Award Units and partner organisations in allocating this funding. Established Award Units will be especially encouraged to apply in order to enable them to significantly expand their outreach.

The following guidelines and requirements will assist organisations in applying for this funding.

2. Funding Type

Award Financial Assistance

Participants who require financial assistance for registration and/or activity support will need to apply using [Application Form A Award Financial Assistance](#) or by contacting the WA State Award Operating Authority. Applications can be made at anytime.

3. Eligibility Criteria for Funding

Age and Circumstances- Criteria

Applications can be made for either or both of the two groups listed below, but must meet the criteria specified for each.

Group A: Disadvantaged 14 -24 years olds

The intended Award Participants must be 14-24 years and meet at least 1 disadvantaged criteria, using the following list as a guide:

- i. Poverty
- ii. Homelessness
- iii. Health and disability
- iv. Social and behavioural challenges
- v. Isolation (including being from regional or remote communities)
- vi. Substance abuse
- vii. Family breakdown
- viii. Domestic violence
- ix. Mental health issues
- x. Carer for younger siblings or parents
- xi. Teenage pregnancy/mums
- xii. Engaged in the juvenile justice systems

Other disadvantaged criteria will be considered please note this on your application.

Group B: Disabled youth 14-24 years

Award Participants aged between 14-24 years with a disability as per the Disability Discrimination Act (1992) <https://www.comlaw.gov.au/Details/C2015C00252> can apply for funding.

New Registrations Only

Only new Award registrations are eligible for funding. New registrations can include registrations from current Participants who continue to the next level. e.g. John Smith can receive funding for Bronze, Silver and Gold as these are classed as three separate registrations. If John Smith has completed a Bronze without funding assistance from the Award he may apply for funding to undertake his Silver or Gold.

Supporting Documentation/Evidence

- Supporting Statement

It is a requirement of the funding that a supporting statement from the Award Unit is provided with the application. This must be emailed to the Executive Officer as a part of the application process. Email katie@dukeofedwa.org.au

- Evidence of disadvantage and or disability

Additional evidence eg School Card/ Centrelink reference, healthcare card, disability support card must be presented and approved by the State Award Operating Authority or Award Unit before funding will be allocated.

4. Funding Support Amounts

Participants can receive financial assistance for registration and/or Adventurous Journey expenses.

Basic Level (\$80 per Participant):

Funds primarily for registration assistance = \$30 and Adventurous Journey expenses for external provider or equipment hire = \$50.

Mid Level (\$125 per Participant):

Funds primarily for registration assistance = \$50 and Adventurous Journey expenses for external provider or equipment hire = \$75.

High Level (\$200 per Participant):

Funds primarily for registration at the Gold Award level assistance = \$100 and Adventurous Journey expenses for external provider or equipment hire = \$100.

Please note all funding payments made by The Duke of Edinburgh's International Award - Australia (WA) include GST.

Funding outcomes notified by email within 30 days of application

Funding distributed within 20 working days of application approval

5. Application Process for Funding Applications

1. Visit the Resources page at dukeofedwa.org.au/resources/ and follow these steps:
2. Ensure your organisation meets the Eligibility Criteria by reading our Application Guidelines and Checklist.
3. Complete the online application form at dukeofedwa.org.au/resources/
4. Email katie@dukeofedwa.org.au your Award Unit's supporting statement. Applications will not be progressed until this has been received.
5. Acknowledgement of receipt of your application and the funding outcome will be emailed to the contact person nominated on the Application Form. Funding outcomes will be sent via email within 30 days of application. Funding will be distributed within 20 working days.

6. Frequently Asked Questions for Project Delivery Partner Funding

Who approves the funding application?

The funding application will be approved by the Executive Officer with consultation of the Development and Relationship Manager. Funding will be paid and managed by the WA State Award Operating Authority.

Does the funding include GST?

Yes, all amounts are to include GST.

All funding payments made by The Duke of Edinburgh's International Award - Australia (WA) will include GST. Please ensure any invoices made out to The Duke of Edinburgh's International Award – Australia (WA) include the GST component.

If a Participant does not register in the appropriate timeframe do we need to give the funding back?

Yes, you may be required to return the funding as funding is only paid to new registrations.

Can I change the Participants that were in the initial application register?

Yes, if you need to change or update a Participant from your original application pack this can be done as long as all the information is provided and it is within the timeframes for that round of funding. This only relates to the funding application and not the registration on the Online Record Book of a Participant.

Can I apply again if I have received a Funding in the past?

Yes, as long as you have fulfilled your previous funding terms and conditions you may apply again.

What is a supporting statement?

A letter from the Award Unit, Principal or Manager providing support and details pertaining to the project application.

What do I need to report in terms of Participant details?

You will be required to provide an Online Record Book (ORB) registration report showing the Participant registrations. For privacy reasons names and addresses can be withheld, however dates of birth are required.

Can I provide a manual report showing registrations?

No, it must be shown as an ORB report as the funding is based on registrations through the ORB only.

If I have any questions or queries who should I contact ?

Katie Brown, WA State Award Authority Executive Officer is responsible for all applications including payments and should be your first point of contact: katie@dukeofedwa.org.au or phone 08 9321 4179.

7. Checklist for Funding Applications

Please circle Yes / No

1	I have read the Funding Guidelines available at http://www.dukeofedwa.org.au/resources/	Y/N
2	I have spoken with the WA Award Operating Authority regarding the application	Y/N
3	I hold a current Award Unit Licence and I understand that all Award Unit Licence terms and conditions are also applicable in relation to this funding	Y/N
4	I have a supporting statement from my Award Unit that I will email to katie@dukeofedwa.org.au to support my application	Y/N
5	I have confirmed all Participants are eligible and acknowledge that proof of eligibility will be required for registration and parental/guardian consent will be required for Participants under the age of 18 years	Y/N
6	I have included my bank details	Y/N
7	I understand that progress reports will be required as set out in the terms and conditions	Y/N
8	I understand that I will need to provide proof of Participant registrations via an ORB report	Y/N
9	I understand that all funding payments include GST	Y/N
10	I have completed the Financial Assistance Application Form	Y/N

8. Contact Us

Executive Officer – Katie Brown

email: katie@dukeofedwa.org.au or phone 08 9321 4179