

Grant Funding Guidelines

1. Introduction

Since 2015, we have provided grants to assist with the costs of The Duke of Ed to over 11,000 young people experiencing hardship, with the purpose of making The Duke of Ed accessible to all young people.

The following guidelines and requirements will assist organisations to apply for this funding.

Application form available here: https://bit.ly/dukeofed_funding

2. Eligibility for Funding

Duke of Ed Centres

Grants will only be awarded to licenced Duke of Ed Centres. Organisations who are in the process of obtaining a Duke of Ed Centre licence may also apply for a grant – however, The Duke of Ed Centre licence must be approved by the relevant State/Territory Office before funding can be confirmed ([visit our website](#) for details on becoming a Duke of Ed Centre).

Funding Timeframes

A grant will only be approved if all terms and conditions are fulfilled. Duke of Ed Centres can apply for additional grants; however, a separate application form will be required for each application. A subsequent grant will only be approved if all terms and conditions are met, and Registered Users have either made progress or completed a Level in relation to a previous grant.

Supporting Documentation/Evidence

It is a requirement of the funding that a brief supporting statement from the school or organisation is provided. This must be included at the point of application – the online application form will ask you to upload the supporting statement as an attachment.

3. Eligibility Criteria for Registered Users

The intended Duke of Ed Registered Users must be aged 14-24 years. 13-year-olds can only be registered provided this occurs towards the end of their Year 8 school year, when the majority of the group has turned 14.

Each Registered User must meet at least one (1) criteria from section A AND one (1) criteria from section B.

SECTION A	SECTION B
Young people living with physical disabilities, intellectual disabilities and special needs students	Low SES background
Aboriginal and Torres Strait Islander young people	CALD or ethnic minority
Rural/Regional/Remote	Domestic Violence
Refugee background	Homelessness, housing insecurity or poverty
Learning Difficulties	Substance abuse
Social and/or behavioural challenges	Teenage pregnancy/mums
Engaged in juvenile justice system	Young carer for siblings or parents
	Family breakdown

Note: 'disability' has the same meaning as in the Disability Discrimination Act 1992 Cth:
<https://www.legislation.gov.au/Details/C2018C00125>

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

Evidence of disadvantage and/or disability

Additional evidence (e.g. School Card/ Centrelink reference, healthcare card, disability support card) may be requested or approved by the State/Territory Office or Duke of Ed Centre to ensure the eligibility of any Registered User.

4. Funding Support Categories

1. The Application Form outlines what expenses can be funded. These may include:
 - a) Registration User Fee Support (full/partial)
 - b) Adventurous Journey (including Journey fees, equipment hire, travel, other)
 - c) Other Activity Support
 - d) Staff/Carer Support
 - e) Intensive Support
2. The following conditions will apply to Duke of Ed Centres:
 - a) All grants include GST, and all costs/invoices must be GST inclusive.
 - b) Registration support cannot exceed the Recommended Retail Price (RRP) for registrations set by the relevant State/Territory Office.
 - c) Adventurous Journey funding can be used to hire equipment; it should not be used for the purchase of equipment unless hire options are not available.
 - d) Adventurous Journey funding cannot be used for overseas travel. Interstate travel may be considered if local options are not available. Local options are the strong preference.
 - e) Other Activity Support refers to funding used for activities undertaken as part of the regular Sections of The Duke of Ed (Voluntary Service, Skills, Physical Recreation) and the Gold Residential Project Section.
 - f) Staff Support costs can be claimed for relief staff where staff are allocated to accompany Registered Users for their Adventurous Journey or Residential Project Sections.
 - g) Carer Support costs can be claimed for carers where Registered Users have high or additional support needs (e.g. social, physical, behavioural, and mental challenges).
 - h) Intensive Support costs can be claimed where the Registered Users are high-risk or living with profound disability.
 - i) The Centres must have an active Duke of Ed licence before the grant can be approved.
 - j) Users must be registered online for The Duke of Ed using the [Online Record Book](#) (ORB) before payments are made. Ongoing payments will be based on completions/success rate and funding will need to be refunded if not utilised.
 - k) Duke of Ed Leaders must provide a progress reports six (6) months after funding has been provided.
 - l) The maximum amount any Duke of Ed Centre can receive is \$1,000 per Registered User.

5. How to Apply for Funding

1. Visit the Funding Assistance page at dukeofed.com.au/resources/funding-assistance.
2. Ensure your organisation meets the Eligibility Criteria by reading the Application Guidelines and Checklist. We also suggest you read our Privacy Policy.
3. Complete the Application Form online. To complete the Form, you will need:
 - a) The details of the Users intended to receive the funding. This includes their name, Level, and the disadvantaged/disability criteria they meet.
 - b) Clear ideas about the funding breakdown, i.e., what you hope to have covered as part of the grant. You will be required to itemise this in the application.
 - c) Clear ideas about the project timeline, i.e. when do you intend for the Adventurous Journey to occur and when completion is expected.
 - d) A supporting statement from the Principal or Executive Director of your Duke of Ed Centre on your organisations letterhead, which will be uploaded as part of the application.
4. Grants can be approved for Duke of Ed Centres that have not registered all Users in ORB at the application date. However, the grant will only be paid when Users have registered in ORB to do their Level.
5. A copy of your application will be sent to the email address used in the application.
6. The Division/State Office may contact you to discuss the grant application prior to any outcome being provided.
7. The National Office will provide feedback within 10 business days of your application. If you are successful, a funding agreement will be drawn and provided to you when the successful outcome of the application is advised to you. The following will then apply:
 - a) You then have 30 days to meet the conditions of the funding agreement, i.e. you must sign and return the funding agreement, provide us with an invoice for the grant, and ensure all Users are registered in the Online Record Book (ORB).
 - b) Any changes to Registered Users must be advised in writing during the first 30 days.
 - c) The grant will be paid within 10 business days from when all the conditions have been met.
 - d) Should you not meet these conditions within 3 months from the date of your funding agreement, your grant will be cancelled and voided in full.

6. Frequently Asked Questions (FAQs)

What is the maximum number of Registered Users that one Duke of Ed Centre can apply for in any grant application?

The maximum number of Registered Users that can be applied for is 50.

Who approves the funding application?

The funding application will be reviewed by the relevant State/Territory Office and endorsed prior to final review and approval by the National Award Office. Funding will be paid and managed by the National Award Office.

Does the grant include GST?

Yes, all amounts include GST. Any items for which you request funding must include GST. Payment information is provided in the funding agreement to successful grant applicants.

Does the Registered User have to complete their Level before I can receive funding for consecutive years?

Yes, you cannot apply for two levels consecutively unless the new grant application is for the same person to proceed to the next Level. However, the Duke of Ed Centre will need to provide an acquittal report for the previous grant funding received.

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

Yes, you can change a User from your original application if all the information is provided within the timeframes for that funding round. The National Office will need to be notified in writing of any changes.

When will the grant be paid?

Grants will only be paid to you once the terms and conditions of the funding agreement are met. This includes signing and returning the funding agreement, providing an invoice, and ensuring all Users are registered in the [Online Record Book](#) (ORB).

If a Registered User stops using The Duke of Ed after registration, do we need to give the funding back?

Yes, you will be required to return any unspent funds provided to you as part of a grant.

We have not spent the entire grant; can I allocate it to other Registered Users?

Yes, but you have to contact the National Office to re-allocate these funds to different Registered Users as any unspent funds will need to be returned.

Can my organisation apply for additional group funding?

Yes, but you will be required to complete a new application. Additional funding will only be allocated to organisations that meet or have already met the terms and conditions of any previous grants. This includes completing a progress report.

Does the grant have to be evaluated?

Yes, you will be required to complete progress reports six (6) months after the grant has been paid to you.

The progress report is not cumbersome. It requires you to report on your progress in relation to your objectives, the expenditure of the grant and the experiences of the Registered Users who received the funding. Completing a progress report is a requirement of each grant. Failure to complete a progress report will put into jeopardy any further grant applications from your Duke of Ed Centre.

What is a supporting statement?

A short letter from the Principal or Executive Director of the Duke of Ed Centre outlining their support of the funding application.

What do I need to report in terms of Registered User details?

You will be required to ensure all Users are registered on the [Online Record Book](#) (ORB). You will be required to update the Users name, Level and eligibility criteria details.

Can I provide a manual report showing registrations?

No, [Online Record Book](#) (ORB) registrations will be confirmed by the National Office. No funding will be released until all Users intended to receive the funding are registered for The Duke of Ed in the ORB.

7. Funding Checklist

This checklist is to assist you with preparing your application. It is not required to be returned to us.

1	I have read the Funding Guidelines available at: https://dukeofed.com.au/resources/funding-assistance/	Y/N
2	I have spoken with my local State/Territory Office regarding the application	Y/N
3	I hold a current Duke of Ed Centre Sub Licence and I understand all Duke of Ed Centre Sub Licence terms and conditions which are also applicable in relation to this funding	Y/N
4	I have a supporting statement from my Duke of Ed Centre / school /organisation that will be submitted as part of my application	Y/N
5	I have confirmed all Users are eligible and acknowledge that proof of eligibility may be required, and parental consent will be required for Users under the age of 18 years	Y/N
6	I understand User registration is required prior to the release of funds	Y/N
8	I have completed the Disadvantaged Youth Funding Online Application Form	Y/N
9	I understand progress and acquittal reports will be required	Y/N

8. Contact Us

Before applying

It is strongly recommended that you discuss your application and intended outcomes with your State/Territory Office prior to submitting an application.

General queries are best directed to State/Territory Office staff. Contact details are available on our website: <http://www.dukeofed.com.au/contact-us/>

After applying

Once a grant has been awarded, it is managed at the National Office by the Grants Team.

Contact details for The Grants Team:

- Email: grants@dukeofed.com.au
- Phone: 02 8241 1500 (prompt 3)