

1. Introduction

Since 2015, we have provided grants to assist with the costs of the Award to over 8,000 young people experiencing hardship, with the purpose of making the Award accessible to all young Australians.

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

2. Grant Types

There are two (2) types of grants available with differing eligibility criteria:

Grants for Individuals or Groups:

These grants subsidise some of the costs of doing or running the Award, for between 1 and 50 participants.

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

Grants for Specialised Award Centres:

These grants co-fund the cost of one or more employed Award Leaders, which can be co-funded up to a maximum of 60% of the application's funding.

Additionally, Specialised Award Centres can apply to subsidise some of the costs of doing or running the Award, for between 20-100 Participants. The maximum amount per Participant is \$1,000 and is capped at \$100,000 for the total application.

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

3. Eligibility for Funding

Award Centres

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

Funding Timeframes

A grant will only be approved if all terms and conditions are fulfilled. Award 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 Participants have either made progress or completed their Award for any 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.

4. Eligibility Criteria for Participants

The intended Award Participants for all funding applications must be aged 14-24 years – 13-year-olds may participate if they are in year 9. Please also note the following:

Grants for Individuals or Groups:

Each Participant must meet at least two (2) disadvantaged criteria from any of the criteria listed in the table below.

Grants for Specialised Award Centres:

Each Participant must meet a minimum of three (3) criteria – at least one (1) from criteria section A and at least one (1) from criteria section B.

SECTION A	SECTION B
Young people living with physical disabilities, intellectual disabilities and special needs students	Young people from low socio-economic circumstances
Young people with learning difficulties	CALD (culturally and linguistically diverse) or ethnic minority young people
Aboriginal and Torres Strait Islander young people	Young people experiencing domestic violence
Young people from refugee backgrounds	Homelessness, housing insecurity or poverty
Young people in rural, regional, and remote communities (isolation)	Substance abuse
Young people in custodial care / engaged in the juvenile justice systems	Teenage pregnancy/mums
Young people with social and behavioural problems.	Young carer for siblings or parents
Young people who are disengaged from their communities	Young people experiencing 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 Award Centre to ensure the eligibility of any Participant.

5. Funding Support Categories

1. The Application Form outlines what expenses can be funded. These may include:
 - a) Award Registration Support (full/partial)
 - b) Adventurous Journey (including Journey fees, equipment hire, travel, other)
 - c) Other Activity Support (including other Award Section activities)
 - d) Staff/Carer Support – for individual/group funding only
 - e) Intensive Support
 - f) Co-employee funding – for Specialised Award Centre applications only

2. The following conditions will apply to Award Centres and Specialised Award 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 Award (Voluntary Service, Skills, Physical Recreation) and the Gold Residential Project Section.
 - f) Staff Support costs can be claimed for relief staff where and when staff are allocated to accompany Participants for their Adventurous Journey or Residential Project Sections.
 - g) Staff Support costs can also be claimed for relief staff where or when staff are required to attend any Award Training run by a Division (State Award Office).
 - h) Carer Support costs can be claimed for carers where Participants have high or additional support needs (e.g. social, physical, behavioural, and mental challenges).
 - i) Participants must be registered for the Duke of Ed online using the [Online Record Book](#) (ORB) before payments are made. Ongoing payments will be based on completions/success rate.
 - j) The Award Centre must report Participant completions to the National Award Office. Specialised Award Centres must maintain a least a 50% completion rate (i.e. 50% of all funded Participant registrations must complete the Award).
 - k) All grant recipients must be licenced with their respective State Award Office and comply with their Award Centre sub-licence before the grant can be approved.
 - l) Intensive Support costs can be claimed where the Participants are high-risk or living with profound disability.

3. Specialised Award Centres have additional conditions:
 - a) The Specialised Award Centre must:
 - i. engage suitably qualified and skilled people, including specialist staff, to deliver the Duke of Ed in Specialised Award Centres and,
 - ii. have said staff complete Award Leader training.
 - b) To be eligible for funding, the Award Centre must register a minimum of 20 Award Participants and up to a maximum of 100 Participants within 12 months.
 - c) Participant age limits: 14-24 for young people with disabilities; 14-18 for all other young people (13-year-olds may participate if they are in year 9).

- d) The Award Centre must detail how they will achieve their objectives in the application.
- e) Award Leaders must provide quarterly progress reports.
- f) To work with State Award Office who will provide ongoing support, noting the co-funded employee.
- g) These grants co-fund the cost of one or more employed Award Leaders, up to a maximum of 60% of the application's funding. This first co-funding payment is made in advance; subsequent co-funding payments are made upon receipt of each progress report.
- h) The maximum amount any Specialised Award Centre can receive is \$1,000 per Participant.

6. 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 Participants intended to receive the funding. This includes their name, Award level, and the disadvantaged/disability criteria they meet. This excludes pre-approved applications.
 - 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 Award Centre, which will be uploaded as part of the application.
4. Grants can be pre-approved for Award Centres that do not have the minimum number of Participants at the application date, but they clearly have a plan in place to target new Participants. The grant is paid when Participants have registered to do their Award, this can be paid in monthly intervals.
5. A copy of your application will be sent to the email address used in the application.
6. The Division (State Award Office) may contact you to discuss the grant application prior to any outcome being provided.
7. The National Office will advise an outcome to you within 30 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 Participants are registered in the Online Record Book (ORB).
 - b) Any changes to Participants must be advised in writing during the first 30 days.
 - c) The grant will be paid within 30 days from when all the conditions have been met.
 - d) Should you not meet these conditions within 60 days from the date of your funding agreement, your grant will be cancelled and voided in full.

7. Key Dates

4,500 young people to register & commence the Award by 30 June 2024	
Applications open	Now open
Applications close	20 June 2024.
Award Commencement Required by	All Participants must be registered online before funding is paid.
Pre-Approved Award Commencement Required by	All Participants must be registered online before funding is paid in full. Part payments can be made as agreed with the Award Centre and National Office.

Funding outcomes notified by email within 30 days of application.

8. Frequently Asked Questions (FAQs)

What is the maximum number of Participants that one Award Centre can apply for in any grant application?

For Specialised Award Centres, applications must comprise a minimum of 20 Participants and a maximum of 100 Participants. For all other applications, the maximum number is 50 Participants per funding round.

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 Participant have to complete their Award before I can receive funding for consecutive years?

No, unless the new grant application is for the same person to proceed to the next level. However, the Award Centre will need to provide an acquittal report.

Only new Award registrations are eligible for funding. New registrations can include registrations from current Participants who continue to the next level. For example, Jane Citizen can receive funding for Bronze, Silver and Gold, as these are classed as three separate registrations. If Jane Citizen has completed a Bronze without funding assistance from the Award, she may apply for funding to undertake her Silver or Gold.

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

Yes, you can change a Participant from your original application if all the information is provided within the timeframes for that funding round.

When will the grant be paid?

- a) Group funding 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 Participants are registered in the [Online Record Book](#) (ORB).

- b) Specialised Award Centre funding grants are separated into two parts and 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 Participants are registered in the [Online Record Book](#) (ORB).
- i. 40% Participant support paid in advance, as noted above
 - ii. 60% to co-support an employee is paid in advance, each quarter, upon receipt of the progress report.

If a Participant stops doing the Award 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 Participants?

No, you are required to return any unspent funds provided to you. You can reapply for funding for other Participants.

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.

Can my organisation apply for Group and Specialised Award Centre grants at the same time?

No, you can only apply for one type of grant, however funding is available for individuals who are experiencing hardship and apply to do the Award later. They can apply here: https://bit.ly/dukeofed_funding

Does the grant have to be evaluated?

Yes, you will be required to complete progress reports at the following intervals:

- For group funding, every six (6) months (biannual) after the grant has been paid to you
- For Specialised Award Centres, every three (3) months (quarterly) 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 Participants 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 Award Centre.

What is a supporting statement?

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

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

You will be required to ensure all Participants are registered on the [Online Record Book](#) (ORB). You will be required to update the Participants name, Award 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 Participants intended to receive the funding are registered for the Award in the ORB.

9. 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 Award Centre Sub Licence and I understand all Award 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 Award Centre / school /organisation that will be submitted as part of my application	Y/N
5	I have confirmed all Participants are eligible and acknowledge that proof of eligibility may be required, and parental consent will be required for Participants under the age of 18 years	Y/N
6	I understand Participant registration is required prior to the release of funds	Y/N
7	I understand that all funding payments include GST	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
10	I understand that I will be required to work with the State/Territory Office to achieve stated outcomes if my Award Centre receives co-employment funding,	Y/N

10. 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 National Disadvantaged Youth Funding Project Manager, Tania Etuale.

Contact details for Tania and/or the Administration Officer:

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