

YOUTH Development Grant

Application Form



September
2

Applications open
2 September 2024.

October
4



You **MUST** get your
application to us by
4 October 2024.

October
2024

You **MUST** be able to attend
the Grant Committee meeting in
late October 2024.

Waimakariri District Council Youth Development Grant 2024/25 Criteria

Purpose of the Grant

In 2018 the Waimakariri Community Boards established the Waimakariri Youth Development Grant to support one or more young people seeking:

- To enhance young people's skills and strengths, especially self-worth, decision-making, good relationships, resilience, positive mental health, life-skills and leadership
- To provide opportunities for young people to connect positively with their community in meaningful, practical ways
- To help and benefit others.

No application for individual self-enrichment which benefits only one person will be accepted. Examples of previous community youth projects supported through the Youth Development Grant include the Waimakariri Student Volunteer Army, Youth Leadership Breakfasts, Youth Theatresport Workshops, and the weekly Breakfast Club for young people attending Rangiora High School.

General overview

The grant is available to young people living in the Waimakariri District aged between 12 and 24 at the time of application.

A Grant of up to \$4,000 will be available for allocation to suitable applicants in any one year.

The Committee may award more than one Grant up to a combined maximum of \$4,000 in the 2024/2025 financial year (1 July 2024 to 30 June 2025).

Application Process outline

Applications will open on 2 September 2024 and close at 4pm on 4 October 2024.

Applications must be fully completed and supported by two references. For example teacher, school principal, employer, faith leader, youth worker or community group leader. One reference may be permitted from a member of the applicant's wider family.

Applications will be considered and Grant(s) awarded in late October 2024.

Selection Process

The Youth Development Grant Committee includes the four Community Board Chairs and an appointee of the Waimakariri Youth Council.

The Committee is the sole decision making body.

The Committee will meet in late October 2024.

Short listed applicants will be expected to come along to present their application to the Committee and to answer any questions that the Committee may have.

We will contact you in October 2024 if you have been selected to present to the Committee.

You will be expected to present an overview of your proposed project/activity to the Committee and you may choose how you do this.

It could be using a PowerPoint presentation, flip chart, video or anything you feel will highlight why the Committee should award the Grant to you.

The Committee members will ask all applicants a series of general questions to help them make a decision. They may also ask some specific questions about you and your project/activity.

The presentation and questions should take no more than 20 minutes and will be relatively informal. We want to support and encourage you to do well and it is not intended to be daunting.

Looking after the money and supporting you on your project/activity

If you are successful, we will work with you to formalise an agreement on how the Grant will be paid to you and at what stage. This is really important as we all need to be sure that the Grant is spent on the project/activities you have told us about. We will also make this as straight forward as we can and help you to do this.

We will need you to sign a Financial Accountability Agreement and confirm with one of your referees that you have understood the agreement and that all the financial information you give to us will be accurate and truthful.

If you have a problem at any time with the project, or get stuck on something, we ask that you tell us straight away so that we can help you. We want to work with you to figure things out.

One of the Committee members or Governance staff will contact you from time to time to offer support and encouragement.

Other stuff

If you are selected, you will be expected to update the Committee regularly on your progress. We will work with you to agree how often and when this should be.

In all cases there will be an initial review in June 2025.

If you have any questions, please email us at com.board@wmk.govt.nz or call Thea on 027 254 3940.

A FEW FORMALITIES

If you have any questions please email us at com.board@wmk.govt.nz or call Thea on 027 254 3940.

Personal Details

Name Mobile/contact number

Address Email

Date of Birth

Referee One Details*

Name Mobile/contact number

Address Email

Relationship to you

Referee Two Details*

Name Mobile/contact number

Address Email

Relationship to you

***Please note that each of your referees MUST provide a formal reference letter of support for you and your project. These need to be submitted with your application.**

(Remember only one reference is permitted from a member of your wider family.)

NOW IT'S OVER TO YOU...

Please tell us as much as you can about your project or activity. You can send us electronic copies of any additional or supporting information that you think is important and will help us understand more about you and your application. (Before you begin please make sure you have read the Grant Criteria.)

We will make an initial assessment based on what you tell us in your application.

- 1 Tell us a little bit about yourself, including your aspirations and goals. (At least 200 words)**

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What would you like to use the Grant for? Make sure you tell us about how you will benefit and also who else will benefit if you are successful. (At least 500 words)

3 How long will the project or activity take? Tell us about any key milestones or stages.

4 How will you know it's going well and what will you do if things are not going to plan?

- 5** What will it cost? How have you calculated this? How much money are you seeking?
- 6** If you aren't successful this year, what will you do to still try to achieve your project or activity?
- 7** Tell us why you chose your two referees.

Youth Development Grant 2024/2025

Final Declaration



Well done - Your Application Form is nearly complete

Now you need to print your application so that both you and one of your referees can sign in the boxes below.

Applicant Declaration

I _____ (full name) confirm that I live in the Waimakariri District and that the information presented in my application is accurate to the best of my knowledge.

Signed _____ Date _____

Referee Declaration

Please ensure at least one of your referees signs here.

I _____ (full name) confirm that I will support the applicant with their chosen project/activity and that the information supplied by the applicant is accurate to the best of my knowledge.

Signed _____ Date _____

Don't forget to include

- ☐ Proof of age – copy of birth certificate, passport or driving licence
- ☐ Financial or cost information for your project/activity
- ☐ Your reference letters from your two referees
- ☐ Additional information. Tell us what else you have included so we can make sure we have received it:

You can either print everything and deliver it to us or you can send electronic copies by email.



When you are happy that you have everything ready you can print everything and deliver it (attention: Thea) to any of the Rangiora, Kaiapoi or Oxford Service Centres.



Alternatively you can scan the signed application form and email it (attention: Thea) with electronic copies of all the other information to com.board@wmk.govt.nz