



ACT
Government

Youth InterACT Scholarship Guidelines

The Youth InterACT Scholarships (Scholarships) provides funding of up to \$500 for individuals, or \$1,500 for groups of young people to participate in an activity, event or program. This may include online mental health, self-improvement programs or skills-based learning courses or training that enhances personal or career development, including participating in sporting activities, community or civic engagement activities or events. Scholarships may also help to cover resources, equipment and materials to stay engaged in learning and personal development course or training.

These Scholarships provide a small amount of funding to support and encourage young people to enhance their professional and personal development through participation in various activities or events.

Scholarships will be awarded to young people who have a genuine ability and determination, but without financial assistance would struggle to attend their event or activity.

Scholarships will also be awarded to young people to enable them to remain connected and engaged.

The Youth InterACT Scholarship assessment process generally takes 6 weeks to complete. When submitting a Scholarship application, you must factor in 6 weeks from the start date of the event/project. Applications received with an event start date that is less than 6 weeks from date of submission will be deemed ineligible.

Applications are assessed at the end of each month. All applicants will be advised of the outcome of their application once the assessments are completed.

Please note that Youth InterACT Scholarship program is closed during December to mid-January.

Please read the guidelines and conditions of the Scholarship Program prior to applying for a Scholarship.

Further information or assistance

For further information or questions relating to the Scholarship Program please contact the Office for Youth Engagement during business hours on 6205 0563 or via email at - Youth.InterACT@act.gov.au

Eligibility Criteria

Scholarships are available to young people aged 12 to 25 years who have a genuine ability and determination, but without financial assistance would struggle to attend their event or activity. Applicants must live in the ACT or attend school/higher education institution in the ACT and must also:

- > be an Australian Citizen, a Permanent Resident of Australia or hold an ACT Services Access Card;
- > be representing the ACT in sporting or other activities or be a part of an ACT based program; and
- > not received a Youth InterACT Scholarship funding in the last 12 months.
- > apply at least 6 weeks before the start of an event or project date. Applications received with an event start date that is less than 6 weeks from date of submission will be deemed ineligible.

When can I apply for a Youth InterACT Scholarship?

Applications are open all year so you can apply for the Scholarships at any time. **Please note that the Youth InterACT Scholarship program closes when funding is fully utilised and reopens in the next financial year. The Scholarship program is also closed during December to mid-January every year.**

Applications must be submitted before the last working day of the month (for applications to be assessed in the same month). All applicants will be advised of the outcome of their application once the assessments are completed.

What will a Youth InterACT Scholarship fund?

- > Course fees and/or course expenses. For example: Interview Skills workshops.
- > Travel expenses to attend an activity/event outside the ACT. For example: to represent the ACT at the Australian Youth Volleyball Championships.
- > Registration costs to participate in an activity/event. For example: to participate in a Basketball Competition.
- > Accommodation costs to attend an activity/event outside the ACT. For example: to attend School Sports Association Championships in Tasmania.
- > Representing the ACT in sporting or other activities, or to be a part of an ACT based program. For example, to compete in a dance competition.
- > Resource and/or equipment to sporting or recreational activities. For example: training camp.
- > Resources and /or equipment to support educational activity. For example: IT program, to complete or participate in a course.
- > Resources and/or equipment to enhance employment opportunities. For example: to purchase work clothes for the school-based apprenticeship.



What will a Youth InterACT Scholarship NOT fund?

- > Retrospective payments for activities/events that have already occurred or attended.
- > Events/projects which you are planning to attend or participate in that you have already paid for.
- > Applications received with an event start date that is less than 6 weeks from date of submission.
- > Spending money to participate in an event/activity, this includes the purchase of food and/or beverages.
- > Financial assistance for travel companions.
- > Activities/events that require on-going funding.
- > Internships or student exchange programs.
- > Applicants who have received Youth InterACT scholarship funding in the last 12 months.
- > If you submit separate **individual** Youth InterACT Scholarship applications to support **more than 2 applicants** who are attending the **same activity or event**. Please note, if there are more than 2 members attending the same activity or event, you should instead submit it as a **group** Youth InterACT Scholarship application.
- > If you submit a **group application** with **less than 3 members** (it will be deemed ineligible as a **group application**). However, you can re-apply them as 2 separate **individual applications**.

Letter of Support

To support your application to purchase IT equipment or programs, a Letter of Support is required from an educational institution/Youth Worker that outlines the need or requirement item identified in your application.

How do I apply for a Youth InterACT Scholarship?

All applications must be submitted via the online Youth InterACT Scholarship application form at:
<https://dhcs.smartygrants.com.au/2225YIS>

Hardcopy or email applications will not be accepted.

You will need to create a log in to begin your application and you may begin anywhere in the application form.

Please ensure you save your application as you go. If an error occurs, please contact the Office for Youth Engagement team during business hours by email at Youth.InterACT@act.gov.au and quote your application number.

Navigating (moving through) the application form

On the right-hand side of every screen, there is a box which links directly to every page of the application form. Click on any page to jump directly to that page. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.



Saving your draft application and returning to your draft application

You can press 'save' at any point and log out. When you log back in, your draft application form will be saved, and you can start from where you left off.

Submitting your application

The submit button is on the final page. You will not be able to submit your application until all the questions are completed.

Attachments and supporting documents

You need to upload proof of residency and you may also wish to upload/submit additional documents to support your application. This is very simple but requires you to have the documents saved on your computer, on a zip drive, or something similar. If you are not able to upload a document, please contact the Office for Youth Engagement team for support.

Completing an application in a group/team

Several people can work on an application using the same log in detail provided that only one person is working on the application at any given time. Ensure you save your application as you go.

Once you have completed your application it will be submitted to the Office for Youth Engagement team.

If your application does not include all required documentation, such as proof of residence; proof of Australian Citizenship; a copy of ACT Services Access Card it may be deemed ineligible. You can upload supporting documentation to your application on the page after the declaration and privacy statement.

PLEASE NOTE

- > The Office for Youth Engagement team is unable to view your application until it has been submitted.
- > All supporting documentation must be submitted with your application.

Where can I get help with my Youth InterACT application form?

SmartyGrants provides an online help guide for applicants. This guide will explain the essential steps you need to take to complete and submit your application form.

The help guide is accessible at: <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

For questions relating to the content of the application form please contact the Office for Youth Engagement team during business hours on 62050563 or via email at Youth.InterACT@act.gov.au

Assessment Process

The Scholarship Committee will review all applications received against the assessment and eligibility criteria.

The Committee will make its recommendation based on the information provided in the application within the funding available.



Confidentiality

All material submitted to the Office for Youth Engagement team is provided in confidence.

Youth InterACT Scholarship payments

Where possible, Scholarship payments will be made to organisations or businesses. For example, if the applicant is applying to attend a conference, payment will be made directly to the conference organiser.

Under certain circumstances the Scholarship payment will be made to the applicant. This will be done in consultation with the applicant and the Office for Youth Engagement.

Once the Office for Youth Engagement team received the signed Letter of Acceptance Form from the applicant, please note it may take **2 weeks** or so for our Finance team to process the payment to the nominated bank account.

Accepting a Youth InterACT Scholarship

Successful applicants will be required to enter into an Agreement with the ACT Government setting out the terms and conditions for which funding will be provided.

This Agreement will be in the form of a Letter of Offer. Applicants will then need to send the completed and signed Letter of Acceptance Form to process the payment.

Funds may be spent only on items and activities specified in the Agreement.

Any unspent funds must be returned to the Community Services Directorate (CSD).

If you wish to **vary your Agreement in any way**, you must obtain written permission first from the Office for Youth Engagement team

