

Important Information

* indicates a required field

Need help with your application? We're here to support you. If you need assistance or adjustments to complete an application - we encourage you to get in touch. We want to ensure that everyone has a fair and equal opportunity to apply. We can support you in a way that meets your needs, including:

- Interpreters can be arranged upon request
- We can provide one-on-one support, by appointment until 23.09.26

Applicants who need help to complete an application can email the [Climate Emergency team](#) or [submit and enquiry online](#).

Before completing this application, applicants are required to:

- read the information about the [Youth Climate Action Grants on our webpage](#)
- the application should be completed by or in consultation with, the auspice (partner) organisation.

Questions marked * indicate a response is required. You will **not** be able to submit your application until all compulsory questions are completed.

You can save and close and return to your application at anytime **prior** to when submissions close at **5.00pm Monday 28 September 2026**.

Once you submit an application, you should receive a confirmation email that includes a PDF copy of the application for your records. If you do not receive this confirmation email, your application has not been received. Please check your spam folder for the email before contacting the Climate Team.

PDF copies of the application form can be downloaded from [SmartyGrants](#) at any stage, from the last page of the online form.

After an application is submitted, no changes can be made without help from the Yarra City Council Climate Emergency or Grants team.

You can return to [SmartyGrants](#) at any time to view a copy of your application.

If you have any technical difficulties viewing the application form or accessing your account, please contact SmartyGrants directly on 9320 6888.

Applications must be successfully submitted by Monday 28 September to be eligible in this grant round. *We recommend submitting your application well before the deadline.*

On our website you will find suggestions of items you might need to include in your budget and [a budget example](#).

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☐ Yes, I have read the Youth Climate Action Fund information on the Yarra Climate Emergency webpage.

Eligibility

YCAF application form

Form Preview

Applications need to be completed and submitted by the auspice organisation which is hosting or partnering with the young people leading the project.

It is expected that the project will be led by young people and that the organisation will assist young people to lead the project. If successful, the organisation will receive and manage the funds, provide coverage for the activity under their public liability insurance, ensure the project is completed and acquitted on time and provide advice and support to the young people when needed.

Youth project leads should download the *Application information form* from the resources section of the [webpage](#) and complete the highlighted sections. They should then supply this information to their partner organisation, who will complete the application online in Smartygrants.

See the website for more details on [eligible partner \(auspice\) organisations](#).

If you are a young person with an idea but are in need of a partner organisation, please contact climateemergency@yarracity.vic.gov.au

What type of organisation is the partner (auspice):

- ☐ an incorporated body
- ☐ a school or university
- ☐ a charitable foundation
- ☐ a social enterprise
- ☐ other - please contact us climateemergency@yarracity.vic.gov.au

Applicant Details

* indicates a required field

Is this project primarily led and implemented by young people between the ages of 15 and 24? *

- ☐ Yes
- ☐ No

Partner Organisation (Auspice) Details

The auspice organisation accepts responsibility for the grant management. If the application is successful, the auspice organisation will be required to enter into the Funding Agreement with Council and grant money will be paid directly to the auspice organisation.

Auspice Organisation name *

Organisation Name

Organisation street address *

Organisation Postal Address

YCAF application form

Form Preview

Address

Any, but at least one field is required.

Organisation contact name *

Organisation Contact email *

Organisation contact phone number *

Applicant/Auspice ABN

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Please make sure that the Entity name (or a registered trading name) matches the applicant name.
ABN status must be "Active".

Youth Project Lead details

Applicant #1 Name *

Applicant #1 Age *

Must be a number.

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Applicant #1 Phone Number *

Must be an Australian phone number.

Applicant #1 Email *

Must be an email address.

Applicant #2 Name ***Applicant #2 Age ***

Must be a number.

Applicant #2 Phone Number *

Must be an Australian phone number.

Applicant #2 Email ***Details of any other project leads**

Project Details

* indicates a required field

Project Name *

Must be no more than 15 words.

Detailed project description *

Word count:

Must be no more than 300 words.

YCAF application form

Form Preview

Include the main goals and the expected outcome for the environment/community, and why you think your project is important.

Please describe your project in one or two sentences. *

Word count:

Must be no more than 61 words.

We use this description to promote your project

Start Date of Project *

Must be a date and between 13/11/2026 and 15/4/2027.

Completion Date of Project *

Must be a date and no later than 15/4/2027.

City of Yarra Climate Priorities

* indicates a required field

Projects must support at least one of City of Yarra climate priorities below. Which priority/priorities does the project support? *

- ☐ In Yarra every choice we make and every action we take responds to the climate emergency
- ☐ Yarra's community, especially those most at risk, are connected, supported and empowered to build climate resilience
- ☐ Yarra is active, empowered and raising our voice together for a stronger climate emergency response
- ☐ Yarra is a leading and prosperous zero emissions city
- ☐ Yarra is Caring for Country.
- ☐ In Yarra, everyone lives and works in comfortable and climate-safe homes and buildings, supported by climate resilient public spaces and infrastructure
- ☐ Yarra is transitioning to a circular economy by consuming less, repairing, sharing, and repurposing more, and sending less waste to landfill.

At least 1 choice must be selected.

See the seven key transformations in the [Climate Emergency plan](#)

How will your project address the climate priority chosen above? *

Describe your project activities and the timeline. *

YCAF application form

Form Preview

Word count:

Must be no more than 300 words.

Describe the specific activities and steps your project will undertake. Include a clear timeline that shows that the project's activities and implementation will be completed by April 15, 2027

Project Outputs and Outcomes

Output = what are your project activities. Outcome = what is the result of those activities.

Example: Your project is to clean up a park. Output = how many clean-up sessions you do. Outcome = number of bags of rubbish you collected. You could also include how many people attend.

What is the expected OUTPUT(s)? (Output example - things you will do, number of trees planted, number of clean-up events hosted) *

Word count:

Must be no more than 10 words.

Output can be counted or measured - number of people or bags of rubbish

If you have a second OUTPUT, list it here

Word count:

Must be no more than ten words

List at least one OUTCOME or result of your project. Describe how your project will create changes in behavior, knowledge, attitudes or processes *

Word count:

Must be no more than 100 words.

(Outcome example - less waste going to landfill because of behaviour change. You should be able to measure your outcome too - eg. how many kilos of waste diverted?)

Project Participation

How many young people will be involved in the project? (including youth leads, volunteers and participants) *

Describe their roles, responsibilities, and opportunities for leadership. *

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Word count:

Must be no more than 200 words.

How are the group leaders connected to the City of Yarra?

- ☐ I work in Yarra
- ☐ I live in Yarra
- ☐ I study in Yarra
- ☐ Other:

How will you promote or market your project? How will you reach your target audience? *

Word count:

Must be no more than 200 words.

Child Safety Standards

Will your project engage young people under 18 years of age? *

- ☐ Yes
- ☐ No

Are you aware of the Victorian Government's Child Safety Standards? *

- ☐ Yes
- ☐ No

Information about the Child Safety Standards available at <https://ccyp.vic.gov.au/child-safety/>

Auspice organisation should provide appropriate documentation which might include a copy of relevant Working With Children Checks and your organisation's Child Safety Policy or Statement of Commitment to Child Safety.

If needed, we provide a template for a [Statement of Commitment to Child Safety](#) in the Resources section.

Working with Children Checks can be obtained from the [Working with Children Check Victoria Website](#). Note: there is **no fee** for checks for volunteers.

The [Do I need a Check?](#) quiz on this website helps you confirm whether you need a working with children check.

If yes - please describe how you will manage Child Safety on the project and attach a copy of your organisation's childsafe plan

Child Safe Plan and WWCC

Attach a file:

YCAF application form

Form Preview

If the project involves children or young people participating in activities online, please provide details of how your organisation will ensure their online safety and protection.

If your project does not involve children online, write not applicable above.

Please attach documentation on how you are addressing the Child Safe Standards and ensuring online safety where applicable. *

Attach a file:

Budget Template

* indicates a required field

Budget Instructions

The budget is divided into two sections which SmartyGrants will use to automatically calculate your budget totals.

- **The budget form** includes three columns for your income on the left, and two columns for your expenses (expenditure) on the right.
- **In-Kind Contributions** is the section for you to include any resources that will be used in your project that don't require payment (e.g. people volunteering time or free venue use). To calculate an estimated value for these things, ask what you would have to pay for the service/goods if they weren't free.

It is important that your budget is as *realistic* and *detailed* as possible.

Suggestions of items to include in the budget and in-kind contributions have been provided. Additional rows can be added to both if needed.

Please ensure that your budget covers the costs of the project as a whole and not just the expenses funded by the YCAF Grant.

Total Income should match Total Expenditure in the submitted budget.

[See Budget Example.](#)

Tips:

- It is important that all costs are realistic and explained within your application.
- Ensuring that your budget is as detailed as possible helps the assessors understand the amount requested and demonstrates what the impact of reduced funding might be.
- If you have applied for other funding for your project, please note this in your budget and ensure it is clear if the funding is confirmed or unconfirmed.
- Including quotes in your support material, especially for significant items, may help assessors understand your costs.

Total amount requested? *

Choose an amount between AUD\$1,500 - \$7,000)

YCAF application form

Form Preview

Budget

Add more rows as needed. Unnecessary rows can be left blank or deleted.

Column totals will be automatically generated.

Example income items might include:

- this YCAF Grant
- other grant funding
- internal funds, fundraising funds, donations

Example expenditure items might include:

- partner organisation (auspice) fee
- garden supplies
- permits
- room hire for event
- transport

Please add as much detail as possible. For a list of eligible/ineligible items please refer to the [grant guidelines in the resources](#) on the webpage.

Income	Income Status	\$	Expenditure	\$	Total Amount requested (Between \$1500-7000)
YCAF Grant	Confirmed Not confirmed	\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	

Budget Totals

Total Cash Income

\$

This number/amount is calculated.

Total Cash Expenses

\$

This number/amount is calculated.

In-Kind Contributions

In-kind contributions are services or things that are provided to you free. For example, a volunteer gives you four hours of their time; or someone gives you free gardening supplies

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List any in-kind support being provided to the project and give an estimated value of this support. How much would you have to pay for these goods or services if they were not being provided free of charge?

Examples of in-kind contributions might include:

- free use of a venue
- donated goods
- services

You can calculate volunteer hours cost here: [Cost of Volunteering Calculator - The Centre for Volunteering](#)

In-kind contribution description	\$ Estimated value
	\$
	\$
	\$

In-Kind Total

Total In-Kind Amount

\$

This number/amount is calculated.

Budget Totals

These figures will be calculated for you based the budget income items, budget expense items and in-kind contributions provided above.

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Budget surplus or deficit

\$

This number should be \$0.

Supporting Documentation

* indicates a required field

Partner (Auspice) Organisation Financial Statement

In order to be eligible, all auspiced applications applying for a Yarra Grant are required to provide a copy of their auspice organisation's most recent annual financial statement.

For most auspice organisations, this will be the 2024/25 Financial Statement that all incorporated organisations must present to their AGM each year as required by Consumer Affairs Victoria. Alternatively, you can upload the auspice organisation's most recent profit and loss statement.

Please do **not** submit their complete Annual Report.

YCAF application form

Form Preview

Scan and upload the auspice organisation's latest Annual Financial Statement

Attach a file:

Please select from one of the following options. If you have not submitted your auspice organisation's financial statement, please select 'other' and state why (e.g. if you are intending to post in your financial statement). *

- ☐ I have attached a copy of my auspice organisation's annual financial statement
- ☐ I will email my financial statement by October 2, 2026
- ☐ Other:

Additional Support Materials

If relevant, you may wish to provide other information that is relevant to your grant application.

For example, if you are planning hold a clean-up day, you should have contacted the relevant manager/owner of the area and have a letter from them supporting your project. Or you may have photos of an area you want to improve to illustrate the need for your project. You may have quotes for a service or product you have included in your budget.

SmartyGrants strongly recommends that uploaded files be kept to under 5MB in size. Please keep the combined file size of attachments under 100MB.

Note: your upload speed is dependent on the speed of your computer and internet connection. Please ensure you leave plenty of time to upload your documents before the application deadline.

Any further supporting documents

Attach a file:

Multiple files can be uploaded one at a time. Max 25MB, 5 MB maximum recommended.

Public Liability Insurance

All projects that receive a YCAF Grant are required to have a minimum of \$20M Public Liability Insurance coverage.

The auspicing organisation is required to have Public Liability Insurance that will cover the proposed project, wherever it takes place.

You do **not** need to provide evidence of insurance with your application. If your project is funded, you **will** need to provide a copy of the relevant public liability insurance certificate of currency when you return your funding agreement.

Grant funds will not be paid until evidence of sufficient insurance is provided.

I acknowledge that if this application is successful, I will need to provide evidence of current Public Liability Insurance coverage before funds will be released. *

- ☐ Yes

Declaration and Privacy Statement

By submitting an application, you consent to council publishing the successful applicant's name, project name and description and amount funded on our website. This information may also be used for promoting the City of Yarra's grant program more generally.

If your grant application is successful, Yarra City Council reserves the right to contact you and your organisation for promotional purposes. This may include but is not limited to profiling your project on Council's corporate website, social media channels, electronic and print newsletters and magazine and external media outlets.

Read Yarra Council's [Privacy Policy](#) [PDF, 142.97 KB] .

- I declare to the best of my knowledge that all the details supplied in this application form and in the attached documents are true and correct.
- I hereby apply for funding for a *Youth Climate Action Grant* and acknowledge that if successful in this application we agree to comply with the guidelines set out by the City of Yarra and the *Youth Climate Action Fund*.
- I commit to using the microgrant funds responsibly and transparently to advance our project's objectives.
- I understand that copies of all material provided will be retained by Council as required by the Public Records Act 1973.
- I agree to be contacted and have my project profiled by Yarra City Council for marketing and promotion purposes.
- By submitting this application, I agree to comply with the terms and conditions of the *Youth Climate Action Fund* and commit to using the microgrant funds responsibly and transparently to advance our project's objectives. I also agree to submit necessary acquittal documentation when the project has been completed.

Auspice Contact Person Signature *

Name of authorised representative of the organisation receiving the grant

Contact

For further information or assistance please call the Climate Emergency team or Community Grants team on 9205 5555, email us at climateemergency@yarracity.vic.gov.au yarragrants@yarracity.vic.gov.au, or the webpage <https://www.yarracity.vic.gov.au/climate-and-sustainability/take-community-action/young-people-taking-climate-action>

Feedback

We strive to constantly improve the Yarra Grants Program. With this aim in mind, we especially value applicant feedback about the grants program and the application process. Leaving feedback is completely optional.

How did you hear about the Youth Climate Action Grants?

- ☐ Yarra Environment e-News
- ☐ Yarra Grants e-newsletter
- ☐ Direct contact from Council Officer

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- ☐ Word of mouth
- ☐ Yarra Youth Team
- ☐ From a school
- ☐ Poster
- ☐ Other:

How easy was it to complete the online application?

- ☐ Very Easy
- ☐ Easy
- ☐ Moderate
- ☐ Hard
- ☐ Very hard

How long did it take you to complete your application?

- ☐ 2 hours or less
- ☐ 2-4 hours
- ☐ 4-6 hours
- ☐ 6+ hours

Do you have any suggestions for how the Yarra Grants Program could be improved?

Before Submitting your Application

Please review your application carefully before submitting it. Once an application is submitted it cannot be changed without the assistance of the Grants Team.

Applications are not submitted until you hit the submit button on the final page of the application form.

If you have missed a required field or one of your answers is over the word limit, you will not be able to submit your application. Any questions preventing you from submitting will be highlighted in red on the "Review and Submit" page of the application form.

If you do not receive a confirmation email, your application has **not** been received. Please check that all the required questions have been answered before attempting to submit again.

Once your application is submitted, you can return to [SmartyGrants](#) at any time to view or download it. A PDF version will also be emailed to you upon successful submission.