

MSE Williams (Youth Support) Fund

2012 Youth Support Grant Application Guidelines

Background:

The Trust was established in May 1998 by the Council for the purpose of providing an independent charitable trust that provides for the future of the Latrobe community. The Trust manages various funds, one of which is the new MSE Williams (Youth Support) Fund.

The **MSE Williams (Youth Support) Fund** was settled by the Trust on 12 July 2011 in honour of the late Mrs Margaret Sarah Elizabeth Williams, as it is principally funded by the MSE Williams Bequest. Upon her death in 1995, Mrs Williams left \$20,000 to the Council for children and youth welfare programs in the Latrobe Valley.

The new Trust Fund incorporates the education scholarship fund previously devoted to independent secondary school students and gives effect to the merger of the former *MSE Williams Trust Fund* and *Independent Scholarship Fund* into a perpetual Trust Fund dedicated to the advancement of all young people within our community.

The aim of the MSE Williams (Youth Support) Fund is to support those young people who show the potential and desire to further their talents, but who without assistance may lack the resources to achieve their full potential.

The Trustees believe that all young people deserve the chance to achieve their best. Accordingly, Youth Supports Grants are not restricted to a specific study or training path. This will ensure that all grant recipients are given every possible opportunity to pursue their personal goals.

Grants of up to \$500 are available to support any young person with determination to advance themselves, in any field of endeavour including (but not limited to) education and training; visual or performing arts; sport; trade skills; music; in order to pay for or subsidise associated expenses eg. compulsory fees, equipment, textbooks, etc.

Applications will be invited at the start of each calendar year and culminate with the announcement of the annual Grant Award(s) during Youth Week.

Nomination Criteria:

- The Nominee (young person) must be aged 25 years or under on the date of application.
- The Nominee must reside in Latrobe City.
- The Nominator may be an adult on behalf of a young person (eg. a parent, guardian, teacher, school welfare officer, coach, instructor, club leader, mentor) or the young person themselves.
- The Nominator is to specify the amount of grant monies requested and qualify the amount so requested (up to \$500).
- There is no restriction on the fields of endeavour or pursuits to which grant monies can be applied. (see Funding Examples below)
- All applications will be judged on merit by the MSE Williams (Youth Support) Fund Assessment Panel.
- The Nominee must have a clear need for financial assistance and therefore an explanation of the Nominee's personal circumstances and why financial assistance is required must be provided in support of their nomination.
- While no means test applies and the young person does not necessarily need to be in receipt of a Centrelink benefit, Nominators are required to outline truthfully any financial assistance provided to the Nominee by government or non-government agencies ie. unemployment or disability benefits, rental or study allowances, scholarships, bursaries, etc.
- All nominations must include at least one reliable, independent referee letter, confirming the personal circumstances and talent or skill and/or determination of the young person nominated.
- Nomination forms must be filled out correctly and signed. Unsigned nominations will not be considered.
- The number of grants allocated per annum will be determined by the Trustees at their sole discretion. The decision of the Trust is final and no correspondence will be entered into.

Funding Examples:

Application scenarios which would fit the Nomination Criteria and could be funded:

Primary School / social inclusion through sport

Harry is 9 year old Sudanese boy whose family were resettled in Latrobe 12 months ago. Harry is still finding it extremely difficult to assimilate in the classroom due in part to the language barrier but has found his place on the sporting field. His PE teacher says Harry's a natural athlete with real soccer potential and thinks he would benefit socially if he could join and play for his local Soccer Club; but Harry's family wouldn't be able to afford it. The School Welfare Officer as Nominator applies for a grant of \$250 to cover his Subs and purchase the necessary sporting gear to enable Harry to play to foster his development.

Secondary School / musical talent

John – the 4th of 5 siblings in a sole parent family - is in Year 10. His brother is in Year 12 and his little sister is starting Year 7 (ie. complete new uniform, etc). John has been having violin lessons since primary school and shows great promise. He plays in school and community orchestras and wants to pursue a musical career. But with 3 kids attending the local Catholic Secondary College at once, the already stretched family budget simply can't accommodate John's music tuition for the year, even with Youth Allowance and EMA family benefits. John's mother applies for a one-off grant of \$360 so that John can pursue his music studies.

Mature Age Student / Apprentice – vocational development

Jenny's mum died when she was young and was raised by and still lives with her grandparents who are pensioners. As a 17 year old apprentice chef and GippsTAFE student, Jenny has excelled in her first year in both her vocational studies and progressively in competition. She has now been invited to participate in a full week of competition against other aspiring young chefs from all over Australia in Darwin in April. Her employer is fully supportive and can contribute 50% of her travel and accommodation expenses, but Jenny will need to pay the balance. Jenny applies for the maximum grant of \$500 to help fund her share of expenses.

How do I nominate?

Making a nomination for a Youth Support Grant Program is easy!

- Simply fill out the attached nomination form – printing in capital letters clearly in black or blue pen.
- Answers questions in as much detail as possible. The Assessment Panel will want to see that there is a clear idea for use of funds, as well as a genuine need for assistance.
- Attach your independent written reference.
- Ensure that you have read and understand the Nomination Criteria.
- You must remember to sign the Nomination Form. Unsigned nomination forms will not be considered.
- Send your completed and signed nomination to the address below by no later than **5:00pm Friday, 2 March 2012.**

How to lodge your Nomination

Nomination Forms may be:

- hand delivered to: any of Council Service Centres at Kay Street Traralgon; Commercial Road Morwell; Albert Street Moe; and Philip Parade Churchill;

OR

- posted to: Rosie Berry, Trust Administration Officer, Latrobe City Council, PO Box 264, Morwell 3840.

NOTE: Applications lodged via email to Rosie.Berry@Latrobe.vic.gov.au will be accepted but an original hardcopy must follow and be received.

Enquiries

For all enquiries, please contact Trust Administration Officer, Rosie Berry on 5128 5666 or Rosie.Berry@Latrobe.vic.gov.au.

Latrobe City Trust

PO Box 264, Morwell 3840

Telephone: 1300 367 700 Fax: (03) 5128 5672

Email address: latrobe@latrobe.vic.gov.au

Internet: www.latrobe.vic.gov.au/About/LatrobeCityTrust

MSE Williams (Youth Support) Fund

2012 Youth Support Grant Application

Applications close: **5:00pm, Friday, 2 March 2012**

Privacy Notification Statement (Collection Statement)

The personal information requested on this form is being collected by Council on behalf of the Latrobe City Trust in order to process and evaluate your grant application.

The personal information will be used solely by Council and the Latrobe City Trust for that primary purpose or directly related purposes. The information may also be provided to members of the MSE Williams (Youth Support) Fund Selection Committee during the selection process.

Latrobe City Trust

PO Box 264, Morwell 3840

Telephone: 1300 367 700 Fax: (03) 5128 5672

Email address: latrobe@latrobe.vic.gov.au

Internet: www.latrobe.vic.gov.au/About/LatrobeCityTrust

Please complete in capital letters in blue or black pen

NOMINEE (YOUNG PERSON) DETAILS					
Full Name:					
Title:		Male:		Female:	
Date of Birth:		Age on 1 January 2012:			
Nationality:		Country of Birth:			
Residential (Home) Address:				Postcode:	
Postal Address (if different):				Postcode:	
Phone:	()	Mobile:			
Email:					
If a Student, name(s) of School, College or Tertiary Institution:	In 2011:		Year/course level:		
	In 2012:		Year/course level:		

NOMINATOR DETAILS					
(A young person can nominate himself or herself)				Tick here if nominating yourself:	
Title:		Name:			
Organisation (if applicable):					
Position (if applicable):					
Address:				Postcode:	
Postal Address (if different):				Postcode:	
Phone (Work):	()	Fax:	()		
Phone (Home):	()	Mobile:			
Email:					
Relationship to nominee:					

FINANCIAL ASSISTANCE REQUIRED

NOTE: The maximum grant available is \$500 & you must be able to substantiate the amount requested by providing documentation to support the total cost / estimated expenditure outlay nominated.

EXAMPLES:	Example 1	Example 2
Grant monies requested:	\$250.00	\$198.00
Total cost / Anticipated expenditure:	\$500.00	\$198.00
Purpose:	Music tuition – 1 st semester 2012	Compulsory course equipment – VCAL hospitality studies

GRANT APPLICATION

Grant monies requested:	\$
Total cost / estimated expenditure outlay:	\$
Purpose: (Brief description – 10 words max):	

REFEREE DETAILS

Title:		Name:	
Organisation (if applicable):			
Position (if applicable):			
Address:		Postcode:	
Postal Address (if different):		Postcode:	
Phone (Work):	()	Fax:	()
Phone (Home):	()	Mobile:	
Email:			

IMPORTANT: Please ensure that the Nominee is aware of this nomination.

The signed Nomination Form will be regarded as confirmation that you have obtained the Nominee's consent and the acceptance of the Nomination Criteria by yourself and on behalf of the Nominee.

- | | |
|---|---|
| ▶ | Please attach to this nomination form a letter from at least one independent referee. This letter should confirm the personal circumstances and talent, skill or ability of the young person nominated. |
| ▶ | This referee must be an adult (this could include a teacher, youth workers, coach etc.) and cannot be related to either the young Applicant. |
| ▶ | The referee cannot be the Nominator on this form. |
| ▶ | The letter must be signed by the referee. |
| ▶ | Additional referee letters can also be supplied in support of this application. |

NOMINATION CHECKLIST

<input type="checkbox"/>	Completed 2012 Youth Support Grant Application Form.
<input type="checkbox"/>	Independent written reference (the signed original) with referee contact details.
<input type="checkbox"/>	Optional Supporting documents such as other references, School reports, Awards.

NOMINATOR DECLARATION

1.	I declare that the information supplied on this form is true and correct.
2.	I confirm that the Nominee is a resident of Latrobe City.
3.	I confirm that the Nominee has read, understood and accepts to the Nomination Criteria.

Name:

Signed:

Date: