



Dedicated to a better Brisbane

Youth Climate Action Fund Grants Guidelines

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Aim of the Youth Climate Action Fund grants

The Youth Climate Action Fund aims to:

- equip cities to partner with youth in developing and implementing solutions to local climate challenges
- create pathways for youth ideas to move from input to implementation, aligned with city priorities
- build lasting city capacity and structures to engage with youth
- increase trust between cities and young residents through visible collaboration and results.

Introduction

The Youth Climate Action Fund grants aim to deliver outcomes aligned with:

- the *Brisbane Vision 2031* aspiration:
 - Our clean, green city
- the approach outlined in *Brisbane. Clean, Green, Sustainable*.

Through this program, Council will award microgrants to support youth-led projects that address local climate issues.

What can be funded?

To be eligible for funding, the application must address the Assessment Criteria.

Projects must demonstrate a strong focus on youth leadership and action. Equipment and infrastructure costs must not exceed 50% of the total project budget.

Examples of eligible project expenses

- Project supplies and materials, including rental or purchase of items directly needed to carry out the project. (e.g. equipment, tools, art supplies, or technology).
- Costs associated with organising community events, workshops, or educational sessions, including venue hire, printing and basic refreshments.
- Cost of permits required to implement the project in accordance with local regulations.
- Reasonable ground travel expenses (e.g. public transit, rideshare or taxis) for Youth Project Team Members directly involved in project implementation.
- Promotional materials to raise awareness, support engagement and share outcomes (e.g. photography, editorial support, and videography).
- Reasonable fees for training and mentorship provided through workshops with Youth Project Team Members.
- Administrative costs charged by local NGOs, community groups, neighbourhood organisations, schools, or other organisations acting as auspice organisations (capped at 15% of the microgrant).
- Modest support to enable youth participation (e.g. meals or gift cards), provided these costs are proportionate and comprise not more than 50% of the total of the microgrant.
- Expenditure on equipment and infrastructure where it is essential to the project and does not exceed 50% of the microgrant.

Examples of ineligible project expenses

- Services or expenses covered by existing Council or LGA initiatives.
- Rent or utilities (unless specified above).
- Nonprofit/NGO incorporation fees.
- Speaker honoraria or fees.
- Scholarships.
- Direct financial support to individuals or families.

- Political contributions or partisan activities.
- Political campaigns, fundraisers, or related projects.
- Lobbying activities or voter registration.
- Commercial activities.
- Capital campaigns, endowments, or endowed chairs.
- Payments to government officials.
- Events or fundraisers not related to youth climate action.
- Regranting or sub-granting to other organisations or individuals.

Eligible applications

To be eligible for funding:

- Applications must address the Assessment Criteria.
- Each project must be proposed, designed and led by at least 2 people who:
 - live or study in Brisbane; and
 - are aged between 15 and 24 (**Youth Leads**).
- The project must be auspiced by a non-profit incorporated organisation.
- Youth Leads and auspicing organisations must have no outstanding debts or overdue, unacquitted grants with Council.
- Projects must be delivered within the Brisbane LGA.

Funding considerations

Grants are awarded through a competitive process. Meeting eligibility and assessment criteria does not guarantee funding.

Council may choose to:

- fund part of the amount requested rather than the full amount, or
- prioritise applications that demonstrate strong impact and value for money.

If a project cannot proceed without full funding, this should be clearly stated in the application.

Co-contributions

Applicants may provide co-contributions to support the total project cost. Applicants must demonstrate that any co-contribution is confirmed.

Financial arrangements

Payments

Successful applicants will receive a Funding Agreement which must be executed by the auspicing organisation before funds are released.

Goods and services tax (GST)

If the applicant or auspice is GST registered, 10% GST will be added as an itemised GST gross-up.

If the applicant (or auspice) is not GST registered, 10% GST will still be added but not itemised as GST.

Applicants should seek advice on GST by contacting a tax advisor or the Australian Taxation Office (ATO) for further information via their website or contact the ATO on 1300 130 248.

Assessment process

Eligible applications will be assessed against the following Assessment criteria.

Assessment criteria

Criteria #	Assessment criteria	Percentage weighting
1	Projects must align with one or more of Council's climate priorities: • planting/greening • public and active transport • waste reduction/recycling • Biodiversity.	50%
2	Value for money and sound budget (including quotes for expenses over \$1000).	30%
3	Demonstration of applicant's capability to manage the project (clear plan, realistic timeline, relevant permissions sought).	20%

Application process

Submitting your application

Applications must be submitted online via SmartyGrants

Application checklist

Please ensure your application:

- is eligible under these guidelines
- addresses the Assessment criteria
- demonstrates capacity to deliver and acquit the project within one year of the grant being awarded
- includes at least:
 - one output (a direct deliverable, such as number of events held)
 - one outcome (the result of output activities)
 - a numerical target for both
- includes all required permits
- includes all supporting documentation
- demonstrates consultation and written approval from relevant stakeholders, for example:
 - local Councillors
 - relevant land manager representative
 - participating organisations
 - auspicing organisation which includes its acceptance of the legal and financial responsibility for the project
- includes quotes for items or services above \$1,000.

Notification

Information about grant decisions will not be released over the phone. A formal letter will be sent by email, notifying applicants of the outcome.

Successful applicants

Successful applicants will:

- receive a formal approval letter
- receive a Funding Agreement outlining the terms and conditions of the grant
- be required to execute the Funding Agreement before any funding will be released
- have until 2 April 2027 (unless otherwise agreed in writing) to complete and acquit the project

The Successful applicants must also:

- ensure continued compliance with these guidelines and the Funding Agreement
- deliver the approved project
- meet all acquittal requirements

Unsuccessful applicants

Unsuccessful applicants may reapply in the future. High demand for funding means not all eligible applications can be supported.

Unsuccessful applicants may wish to seek feedback on their grant application by making a request via the email address provided in their notification letter.

Unsuccessful applicants may wish to consider submitting their application to another grants program.

Both the Queensland and Australian Governments have websites that list available grants.

- [Queensland Government website](#)
- [Australian Government 'Community Grants Hub'](#)
- [Our Community](#) publishes a quarterly list of grants Australia-wide.

Enquiries

For further information, contact Council at environmentgrants@brisbane.qld.gov.au.

Accessibility support is available via:

- National Relay Service
- Speak and Listen users phone 1300 555 727 then ask for 07 3403 8888
- Video Relay Service (VRS) – call Skype name: ace.vrs, then ask the video interpreter to phone 07 3403 8888.

For language support, contact the Translating and Interpreter Service (TIS) on 131 450 and ask to be connected with Council on 07 3403 8888.

All enquiry services are free.

Glossary

Not-for-profit organisation

An organisation whose charter states that any profits or surpluses must be applied to further the organisation's objectives rather than to benefit individuals. A registered non-profit organisation must be incorporated under the *Corporations Act 2001* (Cth), or the *Associations Incorporation Act 1981* (Qld).

Acquittal

The acquittal form must be submitted by 2 April 2027. It outlines the outcomes of the project and how grant funds were expended. It demonstrates that the funding has been used for the purpose for which it was provided, including a certified report of financial transactions and whether the project achieved its intended objectives.

Assessment Process

The process where applications are assessed by Council against the assessment criteria under these guidelines and with reference to prioritised project types and a determination is made for recommendation to Council's delegate.

Auspice

An incorporated non-for-profit organisation that accepts and manages the legal and financial responsibility of a grant on behalf of an unincorporated applicant.

In-kind contribution

A non-cash contribution of goods or services to a project. e.g. office space, staff time or voluntary labour that would otherwise need to be paid for. The in-kind contributions must be essential to the delivery of the project.

Equipment (non-consumables)

Equipment purchased for use during the project that remains usable after the completion of the project.

Funding Agreement

The agreement between Council and a successful applicant that sets out the terms and conditions of the grant including any applicable special conditions.

Letters of support

Written endorsements or confirmation of commitment to a project from partners, community organisations and/or elected members.

Materials (consumables)

Materials purchased for use during the project that are expended by the completion of the project.

Output means a direct deliverable (e.g. number of workshops held)

Outcome means the result or change that occurs as a consequence of project activities (e.g. Project Participants adopting new behaviours or practices)

Youth Leads means the individuals responsible for delivering a project. Youth Leads must be aged between 15 and 24 and live or study in the City of Brisbane.

Youth Project Team Members means individuals assisting Youth Leads to deliver a project.

Project Participants means individuals participating in an activity or event delivered as part of a project.