

Just4Kids Youth Support Program – Guidelines

Pacific Rim Just for Kids Inc. (Just4Kids) is a Queensland based registered charity with a focus on assisting disabled and disadvantaged children.

In 2009, Just4Kids is seeking to formally support a number of projects to assist in providing a better quality-of-life for youth in need. Projects can range from support of individual youth with particular needs through to partnership alliances with other Foundations, Charities or Community Organisations who undertake important work in the community.

Priority Areas

The Just4Kids committee has identified a number of priority areas for the development of alliance partnerships in 2009 including:

- Working with groups to support disabled and disadvantaged youth access needed services in regional and remote locations;
- Working with groups to assist in the provision of active recreation and social opportunities to youth-in-need;
- Working with groups to assist youth suffering from Autism, learning disorders or Osteosarcoma;
- Working with groups who support the carers and families of disabled or disadvantaged youth.

Please note that priority areas will be reviewed on a regular basis by the Just4Kids committee and are subject to change.

Funding Levels

Just4Kids is a small, community based charity and as such has a far greater demand for its support than can be provided. Just4Kids therefore targets relatively small projects and alliance partnerships with community groups so as to assist the widest possible range of youth in need. Funding levels are assessed on a case by case basis, however priority will be given to projects and groups where the focus of the partnership with Just4Kids is more holistic in nature, for example support of fundraising activities and events and/or promotional support, rather than purely a request for funding. It is strongly recommended that you contact Just4Kids at admin@just4kids.org.au to discuss your project if you are seeking direct funding as the major or substantial part of your request for support. Any funding amount provided through this process will be provided exclusive of GST.

Limits for equipment

Just4Kids funding for equipment is limited to the provision of small scale, personalised equipment for youth in need that is directly related to their condition and vital to the quality-of-life of the child. Unfortunately at this time funding for larger capital items cannot be accommodated.

Application Assessment Process

Applications under this program are assessed in a uniform manner.

Individuals and Organisations will receive an acknowledgement e-mail to their nominated e-mail address within one week of receipt of the application by the Charity. If you have not received this confirmation within seven days, please contact the Charity to ensure your project has been received.

Charity staff will ensure the application meets the eligibility criteria of the program and that all required information has been provided.

All completed applications that meet the eligibility requirements will then be forwarded to our Grants Committee to assessment. As we receive far more requests than we can support this process is very competitive and unfortunately not all projects can be supported. It is important that you do not make commitments based on your application until the result of the assessment is confirmed.

It is envisaged that this process will take approximately four weeks at which time all applicants will be notified in writing of the outcome of their application.

As part of the assessment process, the Grants Committee may seek additional information or undertake independent checks on part or all of the information provided in the application form. Should additional information be required the contact person nominated on the form in section 1.5 of the application will be contacted in the first instance. By signing the application form you are agreeing to allow Just4Kids the right to undertake independent checks on any aspect of the proposal that the Committee sees fit.

Successful applicants will also be listed on the Just4Kids website and in relevant promotional materials.

Additional Support Avenues

As noted Just4Kids is not able to support each worthwhile project for which our support is being sought. From time to time however our alliance partner organisations may be in a position to assist in supporting applications which fall outside our ability to approve. If you are willing to allow Just4Kids to discuss your proposal with our partner groups should such an opportunity arise during the assessment process, please check the box in Section 5.1 of the application form.

Applications for which alternative support avenues are to be explored will require additional time and the outcome of the application may take longer than the approximate four week turnaround time noted above.

Should an application be supported via a Just4Kids partner group, an acknowledgement of the support provided by the partner organisation may be required.

Signing the form

Please note that the form must be signed by a person with authority to enter into an agreement with the Charity in relation to the project on behalf of the individual/group seeking support, should your application be successful.

Submission of the Form

Please note that applications are assessed on a monthly basis but can be submitted at any time. You should allow a minimum of two months from the date of submission to the time when support from the charity is first required.

No attachments are required at this time. Should the Charity require further information and/or attachments we will contact you in due course.

Please keep your application as concise as possible, but remember to answer all the questions to the best of your ability. Should we require further information as part of the assessment process, we will contact you.

Only one copy of the application should be provided (if submitting the application by mail, please do not bind or staple the document) to the Charity.

Applications can be submitted by mail, e-mail (either with an electronic signature provided or a PDF scan of the original document). Faxed applications cannot be accepted at this time.

Applications can be mailed to:

Mail to:
Pacific Rim Just For Kids Inc
Youth support program committee
PO Box Box 3477 Sunnybank South QLD 4109

E-mail to:
admin@just4kids.org.au

If you have any questions on the application process please contact the Charity via our on-line contact details, listed on the Just4Kids website www.just4kids.org.au.

Just4Kids Youth Support Program – Application Form

Section 1 Member/Applicant Information

1.1 Name (individual, organisation or group making the request for consideration)

1.2 Are you a current member of the Charity?

Yes No

Please check appropriate box. For information on membership of the charity, please see the information on membership on our website.

1.3 If you are not a current member, are any members of the Charity aware of your request?

Yes No

If yes, please note the member in 1.4 below, if no, please go to question 1.5

1.4 Please provide the name(s) of the member(s) aware of your request for consideration

1.5 Please provide the contact details of the person/group making the request

Ideally we would prefer both phone and e-mail details be provided in this section to aid contacting you should further information be required.

Section 2 Contact Information

2.1 What is the name of the individual/group support is being requested for

2.2 What is their street address?

2.3 What is their postal address?

If the same as the street address please write "As Above"

2.4 What is their contact phone number?

2.5 What is their website address (if applicable)?

2.6 Who is the contact person for this request with whom Just4Kids can discuss this application?

2.7 What is the contact person's position within the organisation or relationship to the prospective beneficiary of this request?

2.7 What is the contact person's phone number?

2.8 What is the contact person's e-mail address?

2.9 If the request is for support or a group or organisation (i.e. not an individual), please provide the group/organisation's ABN.

**Section 3
Organisation/Group Structure and Objectives**

Please only complete this section if the request for support is being made on behalf of a group or organisation. If your request is for support of an individual, please go to Section 4 below.

3.1 Please briefly describe the nature of the organisation/group and what their key goals or objectives are

3.2 Please briefly describe the scope of the organisation/group's operations

For example which geographic locations they operate in and any particular focus areas they have such as educational support, sports and active recreation or disability support

**Section 4
Request for Support**

4.1 Please briefly describe the type of support being sought from Just4Kids

Please include such information as the activities Just4Kids support is being requested for (i.e. partnership with Just4Kids to assist with fundraising, funding for equipment/events, promotional/awareness raising, partnership etc). There is no need to give specific information on amount of funding being sought in this process. Should the request be endorsed by the Board, the Charity will be in contact to discuss the level of our support. Please note the Charity receives a far greater number of requests for support than our funding enables us to endorse. As such any request for funding will be considered in the context of the limited pool of funding available, with the priority given to proposals seeking fundraising partnerships and promotional/awareness raising activities.

4.2 Please briefly outline why you are seeking Just4Kids to support the proposal

4.3 If you are requesting support on behalf of group or organisation please outline what specific projects or activities (if any) are to be targeted by Just4Kids support?

If support is being requested of a general nature (i.e. general support of an organisation not tied to a specific project), please note this in this section. If you are requesting support on behalf on an individual, please proceed to Q4.4.

4.4 Please check which of the following Just4Kids objectives this request for support will meet

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| Support of youth (0-18years) suffering from a medically diagnosed illness or disability | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Support of youth (0-18years) suffering from economic disadvantage | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Support of youth (0-18years) suffering from social disadvantage | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Support of youth (0-18years) suffering from geographic isolation (remote/rural youth) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Support of youth (0-18years) in need to develop sporting participation and active recreation opportunities | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Support of youth (0-18years) in need to develop social and familial support networks | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Support of youth (0-18years) in need develop educational and skills opportunities

Yes No

Please note that if you have not checked “Yes” to any of the above, it is likely that Just4Kids will be unable to support your proposal and you are strongly encouraged to discuss your application with the Charity prior to lodgement.

**Section 4
Declaration and Signature**

5.1 Additional Support Avenues

I agree to allow Just4Kids to discuss this project with partner organisations

Yes No

Please see the Guidelines for further information

Declaration

By signing this form, I warrant that I am duly authorised to represent the individual/group for which support is being sought and that I am able to enter into a legal agreement with Just4Kids should this application be successful. In addition all information supplied in this application is correct to my knowledge and I agree to allow Just4Kids to undertake an independent assessment of any part or all of the information and/or claims made in this document.

Signed:

Date:

Name: