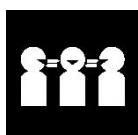# Kickstarter grants

Frequently Asked Questions (FAQs)

If you have difficulty understanding this publication or other funding documents and need language assistance, please call the Translating and Interpreting Service (TIS National) on 13 14 50 and ask them to telephone the Queensland Department of Youth Justice and Victim Support on 13 QGOV (13 74 68).

Contents

Queensland
Government

1. Eligibility

What types of organisations or groups are eligible to apply?

Eligible entities include sole traders, partnerships, co-operatives, incorporated not-for-profits, companies, or trusts. This encompasses a variety of entities such as businesses, not for profit organisations, academic institutions, Aboriginal and Torres Strait Islander Corporations, research institutes, local councils, and social enterprises. The funding opportunity is open to a diverse range of organisations, including multicultural and community groups.

What is important is that you are a currently registered legal entity. Refer to pages 5, 6 and 7 of the Program Information and Grant Guidelines for further information on eligibility and understanding the mandatory application requirements.

Defining small and medium sized businesses

- Small business 1-19 employees
- Medium business 20-199 employees
- Large business 200+ employees

I'm an individual and I have a great idea for a program, can I apply for a grant by myself?

Yes. You can apply if you have a currently registered Australian Business Number (ABN).

You may alternatively ask an eligible incorporated not-for-profit, registered business or legal entity, which operates or delivers services in Queensland, to auspice your project. Refer to pages 6 and 7 of the Program Information and Grant Guidelines.

Do I need to make a separate application for every site that we want to operate in?

You only need to submit one application if your project is within one Youth Justice Region, regardless of how many local government areas (LGAs) it covers.

If your work spans several Youth Justice Regions, you must apply separately for each region and tailor each application to that specific area.

You cannot base one application's approval on the approval of another.

What are the Youth Justice regions?

There are the following six Youth Justice regions -

Brisbane and Moreton Bay	Far North Queensland	North Queensland	South East	South West	Sunshine Coast and Central

You can look up your project LGA here to determine which Youth Justice Region your proposal covers

We have a few different programs we would like to trial. Do we need to submit separate applications for each program?

Yes, it is recommended you submit one application for each program if you have more than one you wish to put forward. Ensure each application clearly explains the purpose of the program, including whether it supports an existing service or activity in your community, or if programs are designed to complement each other (noting applications cannot be contingent upon more than one being approved).

We have an existing program that is being successfully run in another location. We would like to trial the same program in a new location. Are we eligible to apply for this grant?

Yes, you may use the evidence gained from previous locations to trial the program in new locations, however you must demonstrate how it has been tailored to meet the new local community need (including consultation with local stakeholders).

Can our organisation apply for a Kickstarter grant while awaiting the outcome of a current grant application with either the same, or another, government department?

Yes, applying for funding from other sources does not preclude you from applying for a Kickstarter grant. Please refer to the Program Information and Grant Guidelines to ensure your application meets funding requirements.

Who would be Auspice organisations that could assist with applications?

An organisation is only required to be Auspiced if they are not an entity eligible to apply for the grant themselves. If the organisation has an ABN and are an eligible entity, they do not require an Auspice organisation. If your organisation is required to be Auspiced you will need to determine the most suitable organisation to Auspice your project.

Can schools apply for a Kickstarter Grant?

No. Schools are not eligible to apply however entities separate from schools, such as Parents and Citizens (P&C) associations, can apply should they wish to submit an application. A separate entity must meet the eligibility requirements, please refer to the Program Information and Grant Guidelines for further information.

Can I apply if my organisation is already receiving government funding?

It depends. We cannot fund your project if your organisation is already receiving government funding for the specific details as those contained in your proposal/application. However, we may consider funding similar activities if they are delivered in a different location or to a different cohort than those covered by the other funding. Additionally, if your application includes funding for infrastructure or equipment (e.g., fitting out a premises) but not for the specific activities proposed to be delivered from that premises, this may be eligible. If you receive alternate funding for the same activities after submitting your application, you **must** notify the department before accepting any offer of funding related to this proposal.

2. Target audience

What cohort of young people does the funding target?

Programs must be designed to meet the needs of young people aged 8 to 17 years (or a subset of this age range). It must be an early intervention program targeted at young people who are engaging in anti-social and early offending behaviours.

It's important to acknowledge the disproportionate representation of Aboriginal and Torres Strait Islander young people in the Youth Justice system. While the program places a particular emphasis on inclusivity and collaboration with Aboriginal and Torres Strait Islander communities, it is not exclusive to this demographic.

Your application should outline the cohort your project is targeting and must also provide details on how your idea/concept is culturally safe and is supported by Aboriginal and Torres Strait Islander peoples and communities.

3. Specific program features

Are there requirements for what my program delivers?

In addition to targeting the cohort above, programs must be able to holistically identify and address the range of risks and needs that may lead to a young person's offending. You can either address these factors directly through your organisation or refer to other community services (particularly if there are specialist needs which you cannot address such as drug and alcohol dependency).

If you intend to refer to other services, you should demonstrate how your organisation is connected to the local service system as evidence of your ability to support referrals.

What is an early intervention response?

An early intervention response is a proactive, change-oriented approach that provides personalised and individualised support to address the unique needs of each young person, aiming to change their behaviours and prevent future interactions with the youth justice system.

Approaches should be trauma-informed, ensuring care is delivered in a way that promotes healing and resilience. They should also include tailored and holistic interventions that help young people develop healthier behaviours and build positive connections.

Coordinated and collaborative multi-service responses provide comprehensive support, while family-inclusive care ensures that interventions engage families in a supportive and structured manner, reinforcing positive change.

How can I detail my proposal is community led, aligns with community needs, and my community connections?

Building strong relationships with community members and local agencies is highly encouraged, as it helps ensure your proposal is shaped by and responsive to community needs. Incorporating community knowledge, values, and lived experiences into your proposal enhances its relevance and impact.

Engaging with other local agencies through consultations, focus groups, surveys, and online platforms provides valuable insights, allowing for the identification of priorities and the design of effective solutions. Evaluating existing initiatives can help prevent duplication, identify gaps, and create opportunities for collaboration and referral pathways with other local agencies. It is also beneficial to assess available resources, logistics, and local capacity to ensure your organisation's proposed initiative aligns with the community's needs.

Strengthening community connections to support referrals for longer-term or specialist support further enhances the sustainability of your proposal. Investing in staff training and development can also build organisational capacity, equipping your team to meet community needs effectively. These are examples of how you can detail how your proposal is community-led, aligned with local priorities, and your community connections.

How will your organisation demonstrate capability to deliver the Kickstarter Grants Program?

Your organisation should have a strong track record of working with young people who may display early criminal and/or anti-social behaviour. Consideration of trauma-informed approaches in program design – along with cultural competency and inclusivity to ensure accessibility for diverse young people — is essential for delivering change-oriented outcomes that support them in making positive life choices, reducing risk factors, and contributing in a successful way to their local community. The safety and wellbeing of young people must be prioritised in your application with sustainability and consistent engagement a key driver to service delivery.

A history of successfully implemented initiatives, supported by examples such as evaluation frameworks, positive participant feedback, and community impact, will indicate your ability to achieve meaningful, measurable outcomes aligned with the Kickstarter Grants Program objectives.

Organisations should establish a commitment to ongoing support beyond one-off projects, leveraging strong partnerships to access resources, services, funding, and expertise that enhance program effectiveness.

All staff and volunteers should be able to obtain and maintain Blue Cards, reinforcing a commitment to child safety and regulatory compliance. Additionally, a robust governance and financial management structure is essential to ensure effective funding management, transparency, and compliance with reporting obligations.

How long does the program need to run for?

Programs must run for at least 12 months to enable time for sufficient reporting against performance measures. This data will be used to determine the impact your program has had in reducing offending. Your application must include a clear project plan outlining activities and major milestones over this time.

When does the program need to start and finish?

The assessment process is expected to take approximately 12 weeks from the grant closure date. Successful applicants will then be advised and offered a contract. It is expected programs will commence within 10-12 weeks of your contract execution date.

How do I get referrals to my program?

As part of your application, you must provide detail on how you will identify program participants and/or get referrals. There may be agencies such as police or education who you would like to receive referrals from and you will need to consult with these agencies to confirm their involvement when you develop your program.

Can the department provide a venue/premises where the program could be delivered?

No, you will be required to identify your own venue/premises from which to deliver your program.

Will the department provide staff to support program delivery?

This would need to be discussed with the Manager of your local Youth Justice Service Centre and agreed before submitting your application. The details of the agreement would need to be included in your application.

4. Budget

The guidelines and FAQs clearly state what the funding cannot be used for. What *can* the funds be used for?

The funding parameters are designed to be adaptive and suit the needs of those applying. Each applicant will have unique programmatic requirements and resources and will need to detail how they intend to effectively address youth crime and the unique challenges faced by young people in the community.

Outside of the areas detailed within the guidelines and FAQs, the funding intentionally avoids being overly prescriptive, allowing flexibility for culturally responsive, community-led, early intervention projects, that address anti-social behaviour and a holistic range of needs for young people in the community, and reduce the number of victims of crime.

Can we use the funds to purchase a vehicle, buy sporting equipment, and program resources for our project?

While we recognise the importance of acquiring assets for project implementation, it's crucial to understand the limitations on capital item expenditures. Capital items are durable, long-lasting assets, distinct from consumable items.

For this funding opportunity, the following conditions apply to any asset purchases in your budget:

- If the capital item has a useful life exceeding 12 months (e.g., vehicles, electronics, hardware, equipment, etc.), then
- The value of each item must not exceed $5,000.

In summary, you are allowed to include asset requests in your budget, provided that each item's value is below $5,000 if it has a useful life of more than 12 months.

Include all relevant items for your proposed project in the budget. Further information on ineligible expenses can be found on Page 5 of the Program Information and Grant Guidelines.

Is the development of a technology product or software considered a capital item?

Software or the development of a technology product is not considered a capital item, even if the useful life is more than 12 months.

Queensland
Government

Is the Budget section GST inclusive or exclusive? How will GST be managed?

If your organisation is registered for GST, the requested funding amount and budget submitted in your application should be GST exclusive. When disbursing grant funding to successful organisations, GST will be added to the total amount of funding requested in your application/budget.

If your organisation is NOT registered for GST, the requested funding amount and budget submitted in your application should be gross amounts. When disbursing grant funding to successful organisations GST will NOT be added to the total amount of funding requested in your application/budget.

Please ensure you are aware of your organisations GST registration requirements, with consideration to the requested funding amount, before submitting your application.

When paying invoices to service delivery partners for our program, do they include GST?

This is to be determined by your organisation, and you will need to discuss this with your account's department/accountant.

Can we apply for staff salary for a specific program for eligible clients and families?

Yes, your application for funding can include staff salaries that are related to the salary costs for the proposed project. The funding cannot be used for existing staff performing usual business operations. If applying to cover staff salary, your budget should include a detailed breakdown of the salary costs related to your proposed project.

Can we add in transport costs for staff to get to venues to provide services and home visits?

All costs associated with running your proposed program should be included in your budget. This includes transport costs if specific to your program. Purchase of vehicles is not allowed, if the cost exceeds $5,000.

Is there a set amount or percentage of the total budget that can be used for administrative costs?

What an individual, group or organisation considers the administrative cost of operating their business may be different. The budget you submit should realistically reflect the cost of delivering the project. Refer to page 5 of the Program Information and Grant Guidelines for further information on what funding cannot be used for.

Can I apply to cover Marketing and Promotion costs for my program/project?

Marketing and promotion costs can be included, however must be a reasonable portion of the total funding amount requested. You must be clear how these expenses will contribute to the success of your program/project and align with specific marketing strategies.

Can I combine other funding sources and/or in-kind support with the Kickstarter grant to deliver my proposal?

Yes, when providing your budget details, you will be asked to list all sources of income or revenue for your proposal. Include any other grant funding, your own in-kind support, and contributions from other sources such as donations, volunteer hours, or partnerships.

What is in-kind support?

In-kind support refers to non-monetary donations or contributions that can include:

- Goods
- Services
- Time and labour
- Expertise and skills
- Provision of venue

If I already receive departmental funding, can I still apply for a grant?

You may apply for a grant if your application is for additional service delivery or a different type of program. Please note the eligibility requirements regarding overdue reporting, and service delivery or performance issues for funding previously or currently provided by the Department of Children, Youth Justice, and Multicultural Affairs, or the Department of Youth Justice, Employment, Small Business and Training on page 6 of the Program Information and Grant Guidelines.

I'd like to undertake an evaluation of existing services/programs to identify where there might be areas for service delivery improvement. Is that a suitable project for these funds?

Kickstarter grants do not fund evaluation costs. External and independent evaluations are contracted through other government procurement processes, which will be advertised via Queensland Procurement Solutions.

You can sign up for official procurement and tender alerts and updates via Vendor Panel. Information on how to register is available at Queensland Government Websites | Supplier Portal.

5. Collaboration and partnerships

Does an application need to be a partnership to be considered?

No. New partnerships are encouraged but a single organisation can also apply.

My organisation wants to partner with other groups. How do we apply?

One organisation must nominate to be the lead agency and submit the application on behalf of the group. Refer to page 6 of the Program Information and Grant Guidelines for further information.

The lead agency will be the one with whom the department contracts, and therefore responsible for reporting and acquitting funds.

6. Application process

Can I get some advice about my idea, or feedback on my application before the grants round is closed?

To maintain probity and support procedural fairness for all applicants, departmental staff cannot discuss the suitability of individual proposals or provide information that is not publicly available to all prospective applicants.

What is probity and why is it important?

Probity means ensuring fairness, transparency, and integrity in the grant process. It's about making sure that everyone is treated equally, and that the selection process is conducted in a fair and ethical manner. This helps build trust in the system and ensures that all applicants have an equal opportunity to succeed based on the merits of their proposals. By adhering to probity, we make sure that no one receives an unfair advantage and that all decisions are made impartially.

I haven't submitted a grant before. Can you please help me?

As mentioned above, to maintain probity and procedural fairness, we cannot give guidance or advice on the specific content of your application. We have, however, created resources to assist with universal advice on preparing and writing grant applications, and program design. We encourage you to engage with the information that may assist you to shape the content of your application.

The department is available to answer clarifying questions about the application process via YJ_grants@youthjustice.qld.gov.au.

Do I have to apply online?

All applications are required to be submitted online via SmartyGrants. In exceptional circumstances, we may consider other methods of submission. You must email the department at YJ_grants@youthjustice.qld.gov.au two weeks before the Grant closing date to discuss alternative options.

What if something happens and I miss the closing date? Can I make a late application?

No. To ensure fairness to all applicants, we are unable to accept applications or supporting documentation after the closing date.

Is there a limit to what can be included in my application?

There are clarifying statements and guidance statements in the application form in SmartyGrants that will provide advice on what can and cannot be included, including word limits for answers.

Are supporting documents required?

You will be prompted throughout your application when you need to upload documentation (for example, when you need to provide evidence that there is community support for your finalised project plan).

Extra information or supporting documents like news stories, annual reports, references, or program brochures are not required as part of your application. Ideally, everything you need to tell us should be in your responses to the application questions. Refer to page 7 and 8 of the Program Information and Grant Guidelines for further information.

Only successful applicants will be required to provide supporting documents like evidence of insurance and other relevant registrations (for example, a Blue Card).

If I want to include supporting documents, what type or format do they need to be?

We understand that sometimes the best way to explain an idea or concept is visually, like an infographic, diagram, or drawing. No more than five single sided A4 pages can be uploaded via SmartyGrants. This may include letters of support, evidence of partnerships, infographics, diagrams, drawings, pictorials, graphs, charts and/or tables. You can also include links to online videos etc within the text boxes in the application form.

If you have other types of files you wish to submit as part of your application, please contact YJ_grants@youthjustice.qld.gov.au .

The SmartyGrants application checklist mentions a video. Where can I find that?

The video referred to is the industry briefing. Information is regularly updated on the Kickstarter grants website – recorded information or presentations about the grants, program information and guidelines, and other helpful resources will be posted there. Please continue to check the website to stay up to date.

I'm having a tech issue with my SmartyGrants form. Can you please help me?

If you need assistance with your SmartyGrants account, or for any technical issues, contact SmartyGrants Technical Support on (03) 9320 6888 or service@smartygrants.com.au. Support Desk Hours are from 9am – 5pm AEST, Monday to Friday.

7. Grant management

When will we find out if our application is successful? Will we be notified if we aren't successful?

We aim to provide advice on the outcome of applications 12 weeks from the grant round closing date, subject to the final approval process being completed. However, please note that this timeline is not a guarantee.

Applicants who are not successful will also be notified and can be provided feedback on their applications upon request within the timeframe advised in your unsuccessful letter.

What if I've already scheduled program delivery before knowing if my funding application is successful?

It is important to understand that funding outcomes are not guaranteed. If you've arranged program delivery without confirmation of funding, you assume responsibility for covering the associated costs of running the program, regardless of the funding outcome. Please ensure you're prepared to absorb these expenses.

Retrospective funding (e.g. covering costs of responses you have delivered before the funding approval date) is also not permitted, as per page 5 of the Program Information and Grant Guidelines.

When do funds need to be acquitted by?

How frequently you need to report and when funds need to be acquitted will depend on factors such as major milestones in your project plan and the duration of your project. Successful

applicants will be advised of the dates that progress reports (including data) must be submitted, and grants funds acquitted.

What agreement will apply if we are successful in receiving grant funding?

The specific agreement for grant funding will be discussed with successful applicants in accordance with the Whole of Government Standard Suite of Contracts.

Can the department accept amendments to the Standard Terms should an application for a Kickstarter grant be successful?

No, amendments cannot be made to the department's Standard Terms of Service Agreement. The specific agreement will be discussed with the successful applicant, and will be sourced from the Whole of Government Standard Suite of Contracts. For examples of possible agreement templates visit our Outsourced social services funding and agreements page.

8. Other questions and information

I have a question that isn't answered on the website or in the Guidelines, FAQs and Resources. Who can I contact for assistance?

Please thoroughly read the website, Guidelines, FAQs and available resources. If you have a specific query that's not covered in the existing documents, please advise via YJ_grants@youthjustice.qld.gov.au and we will endeavour to assist.

Additional relevant resources available to you on the **Kickstarter grants website** include:

- Program Information and Grant Guidelines
- Digital Fact Sheet
- Industry Briefing video
- How to prepare your application
- Program design resources