

Youth Development Partnership Fund

Negotiation Guide



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The Department of Sport, Racing and Olympic and Paralympic Games (the department) will provide and pay for qualified interpreting services for customers who are hearing impaired or have difficulties communicating in English. Please [contact the department](#) if you require interpreting services.

Acknowledgement of Country

The department respectfully acknowledge and recognise Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of the lands, winds and waters where we live, learn and work.

We pay our respects to the Elders past, present and emerging for they hold the memories, the traditions and the cultures of Aboriginal and Torres Strait Islander people across the nation.

We will walk together with Aboriginal and Torres Strait Islander peoples, communities and organisations in our journey to enrich lives and strengthen community connection through the power of sport and recreation.

1. What is the Youth Development Partnership Fund?

The Youth Development Partnership Fund (YDPF) is a collaboration between the Department of Sport, Racing and Olympic and Paralympic Games (the department) and the Queensland Police Service (QPS). This initiative aims to support youth crime prevention projects by leveraging sport and recreational activities.

2. Objective

YDPF is a joint initiative between the department and the QPS to fund youth crime prevention projects through sport and recreation activities that improve physical and mental health outcomes amongst youth that are at risk of offending or already in conflict with the law in locations across Queensland.

YDPF is committed to fostering positive change within Queensland recognising that each community faces unique challenges related to youth crime. The investment in sport and active recreation programs that suit the specific needs of each area will focus on delivering positive, and sustainable change through improving the physical and mental health among youth that are at risk.

3. Governance Arrangements and Important Dates

YDPF is a rolling initiative, accepting applications as they are ready to be considered for funding.

Applications received under YDPF are submitted and progressed through the below governance arrangements:

1. Operational Advisory Group (OAG) comprises of representatives from both the department and QPS and make funding recommendations on projects submitted.
2. Strategic Oversight Group (SOG) are responsible for approving recommended projects and endorsing those to be funded under YDPF. SOG comprises of representatives from the department, QPS, the Department of Youth Justice and Victim Support and the Department of Women, Aboriginal and Torres, Strait Islander Partnerships and Multiculturalism.

Applications take time to assess, please ensure you submit your application three weeks prior to the start of the month.

Outlined below is the proposed meeting schedule for OAG and SOG through until 30 June 2025.

Operational Advisory Group	February 2025
	April 2025
	May 2025

Strategic Oversight Group	March 2025
	May 2025
	June 2025

Applicants will be notified of the outcome of their application within two weeks following the SOG meeting at which it is reviewed.

Date	Activity
30 June 2025	Program close for new applications. <i>*May close earlier if the Program budget has been expended.</i>

4. Requested Funding and Timeframes

The requested funding amount will need to be detailed in the Project Cost Sheet provided and appropriately justified. When determining your requested funding amount, consider the following:

- cost per participant
- duration of the project
- number of sessions
- location of delivery
- eligible costs

Once approved, the department will confirm the start and end date based on approval timeframes, however all projects are to be completed by 30 June 2026.

5. Eligible Organisations and Projects

To be eligible for funding, your organisations must align with the following criteria:

- be either an incorporated not-for-profit, registered business or legal entity; or have an auspice agreement with any of the above entities (which is to be detailed in your application)
- registered with an Australian Business Number ([ABN](#))
- based or headquartered in Queensland, unless you have demonstrated and evidenced delivery in Queensland. This includes:
 - Letter/s of Support from local stakeholders
 - Ability to demonstrate expenditure in Queensland

To be considered for funding, projects should align with the following criteria;

- an established initiative or program
- targets children and young people under the age of 17
- incorporation of eligible sport and recreation activities that support physical and mental health in program delivery
- police actively involved in the program
- focus on youth crime prevention, disengaged youth at-risk or those already in conflict with law
- address an identified community need or specific community challenge related to youth crime
- endorsement from the local Police District must be obtained through a Commissioned Officer of the QPS (rank of Inspector or above)

If you are unsure of the organisation, project or activity eligibility, please contact the department via email at SportRecPartnership@dtis.qld.gov.au.

The below table provides some examples of projects and costs that would be eligible under this Program. Please note this list is not exhaustive.

Examples of Eligible Projects	Example Eligible Costs
A program that offers free martial arts classes for at-risk youth, to provide physical activity opportunities, and additional benefits such as self-discipline, self-control and respect. Local Police Officers actively participate in each class building rapport with the young people present.	Venue Hire Catering – providing youth with healthy meals Purchase of mats and kick shield Personal equipment for participants
Organise a series of outdoor adventure camps aligned with the Australia Adventure Activity Standards that focus on team-building activities like rock climbing, hiking, canoeing, and camping, fostering a sense of responsibility, cooperation, and development of leadership skills. Police Liaison Officers attend each camp engaging in the activities and assisting in the delivery of presentations at the end of the day that talk to key learnings from the activities.	Transport costs – bus hire for cohort Purchase of camping equipment used solely for the delivery of this project Education and training or upskilling instructors Instructor fees

Deliver a program where at-risk youth can learn to repair and maintain bicycles, coupled with organised cycling events. This activity can teach valuable technical skills and lead to increased participation in physical activity. Queensland Police Bike Squad attend to provide mentoring and act as positive role models. The officers showcase the potential to turn an interest, such as bike riding, into employment opportunities.	Purchase of bike equipment/parts Project Manager fees Delivery costs
Deliver a series of workshops aimed at mindfulness and movement, fitness and nutrition teaching at-risk youth how to manage stress and emotions, whilst engaging in the benefits of physical activity. School Based Police Officers attend each workshop and support the content by demonstrating how these skills can be practically applied.	Staff wages and instructor fees Venue Hire Catering – providing youth with healthy meals

Project costs must be deemed appropriate for the program and reasonable in nature by the Strategic Oversight Group and may include:

- items / services which can be reasonably attributed to the project
- salaries of project staff (including salary-related on-costs)
- services provided by external parties
- consumable materials
- purchase of equipment
- venue and transport hire
- domestic travel and accommodation
- catering / food and non-alcoholic beverages
- merchandise and uniforms

6. What Will Not Be Funded (ineligible items)

The table below outlines ineligible costs under this program:

Ineligible costs
<ul style="list-style-type: none"> • costs incurred prior to entering into a funding agreement • costs incurred in preparation of a grant application or related documentation • costs not directly related to the project (at the discretion of the SOG) • the provision of funds where outcomes for government cannot be appropriately realised, endorsements, ex-gratia payments, donations, philanthropic gestures, bequests or gifts which impose no obligations on the receiver and offer little or no return to the donor • purchasing or selling goods or services for value, including advertising space, editorial comment or advertorials • fundraising events that are delivered for the sole purpose of raising funding for a third party • conferences • purchase of land

- business as usual or general operational activities and associated expenses including rent and utility charges
- the purchase of vehicles including maintenance and repairs
- domestic air travel other than economy class
- international air travel
- capital works, repairs and maintenance expenditure and/or fixed structures (e.g. CCTV and security equipment, shade sails and stands) including any buildings, telecommunications and IT networks
- discreet consultancy without any education/ training for the organisations e.g. developing a strategic plan, writing a grant application or administration fees
- feasibility studies, research projects, and expenses related to consultative processes, such as interviews and co-design workshops for program development.
- alcohol, cash, prize money or gift cards

Any costs deemed ineligible, that are critical to the delivery of the project will be considered at the discretion of the SOG.

If unsure of an item's eligibility and it is not listed in either of the above lists, please consult with the department for clarification.

7. Negotiation Process

The below outlines the process to submit an application under YDPF.

1 Initiation

Express your interest in the YDPF by contacting the department. Provide a concise summary of your proposed project and specify the location(s) in Queensland where the project will be delivered. Direct your inquiry to the following email address:

SportRecPartnership@dtis.qld.gov.au

2 Collaboration

A department staff member will reach out to discuss your project and how it aligns with the YDPF objectives and program requirements.

A key component of YDPF is QPS active involvement. QPS should be brought into the conversation as early as possible.

If necessary, department staff can assist you in connecting with relevant QPS contacts and community stakeholders to enhance the impact of your project

3 Application

Following initial conversation with the department you will receive a copy of the YDPF Application Form and Project Cost Sheet.

4 Action

Continue to engage with department staff and local QPS officers to complete the Application Form and Project Cost Sheet.

Continue to identify and engage with key community stakeholders who will be able to support delivery of the initiative.

5 Endorsement

Once completed, provide the Application Form and Project Cost Sheet to your local QPS Commissioned Officer (rank of Inspector or above), for endorsement of QPS involvement.

6 Submit

Upon receipt of the endorsed Application Form, you will need to formally submit the Application Form and Project Cost Sheet to the QPS Youth Programs Coordination Team, with cc to the department.

QPS - YouthProgramsCoordinationTeam@police.qld.gov.au

The department – SportRecPartnership@dtis.qld.gov.au

Once submitted, the application will progress through the YDPF governance arrangement.

During this process, you may be contacted for additional information or to provide further justification/rationale if required.

8. Working within the System

Queensland Police Service – Involvement and Presence

Active involvement of the QPS is a key element of successful YDPF initiatives. We recognise, however, that the primary commitment of the QPS is to operational policing duties.

Outlined below is a tiered approach to QPS participation to be considered when designing and delivering your project/program:

1. **Full Integration of Police Officers:** Encouraging the participation of sworn members such as General Duties Officers, PCYC Sergeants, School-Based Police Officers, and Adopt-a-Cops in the actual delivery of the program.
2. **Full Integration of Police Liaison Officers:** Involving Police Liaison Officers in the delivery of the program to leverage their specialised skills and community ties.
3. **Partial Involvement of Police Officers:** Having Police Officers participate in specific parts or sessions of the program delivery.
4. **Partial Involvement of Police Liaison Officers:** Engaging Police Liaison Officers in certain aspects of the program.
5. **Involvement of Youth Co-Responder Teams:** Including potential for Youth Co-Responder Teams in selected areas of the program delivery where appropriate.

Please consider these levels of QPS engagement as you plan your YDPF project/program to ensure a balance between enhancing the program's impact and respecting the QPS's operational commitments.

Department of Youth Justice and Victim Support - Referral Pathways

The Department of Youth Justice and Victim Support has primary responsibility for providing services to young people in the youth justice system. This includes advising young people at court, supervising young people subject to Conditional Bail and/or sentenced by the court to a statutory order and supervising young people in youth detention.

Youth Justice directly delivers a range of change-oriented programs to young people, and also partners with non-government organisations in the sector to deliver personalised support, including supports to address the welfare needs of young people and their families.

The young people with whom the department works often have a range of complex needs and risk factors that have brought them to the attention of Youth Justice, which may result in behaviours that can be difficult to manage. It is therefore important that staff working with these young people have the appropriate skills to manage behaviours and your program has considered how you will ensure compatibility of young people to reduce the risk of escalation.

If you are seeking referrals from Youth Justice, you may wish to liaise with your local [Youth Justice Service Centre or Youth Detention Centre](#), though please note that it is not possible for government agencies to provide letters of support for funding submissions.

Youth Co-Responder Teams (YCRT)

YCRTs are a joint Youth Justice and Queensland Police Service initiative. Specialised teams consist of youth justice workers and police officers who work responsively with young people to prevent or reduce offending and increase community safety.

Riding in designated youth co-responder police vehicles, youth co-responder teams visit locations frequented by young people—including parks, local shopping centres and residential areas—and, if necessary, return them to their home or move them to a safe place away from potential trouble or harm.

YCRTs work closely with partner agencies, non-government organisations (NGOs) and other support services to provide an immediate response that links at-risk young people to culturally appropriate services and ongoing support for both the young person and their families.

YCRTs may be a valuable source of referrals to your project and you may wish to connect with the one in your local area. The department will be able to provide you with the contact details for the YCRT in your area.

Regulatory Requirements

Organisations must consider relevant regulatory requirements and ensure compliance if applicable, including but not limited to:

- working with children; and child and youth risk management strategy requirements as outlined by [Blue Card Services](#)
- building a culture of safety and wellbeing for all Queensland children through the Child Safe Organisations system through [Child Safe Organisations | Queensland Family and Child Commission](#).

9. Designing Inclusive Programs

The Queensland Government is committed to funding programs that recognise and respect the cultural diversity of Queensland's population. Programs should be delivered with an understanding and appreciation of different abilities, socio-economic status, cultural background, ethnicity, gender or sexual orientation. Programs should be welcoming, inclusive and non-discriminatory.

The Australian Sports Commission has great resources available to help organisations design effective and quality participant-centred plans:

- [Participation Design Toolkit](#)

First Nations Cultural Considerations

For initiatives involving First Nations communities, additional cultural considerations are critical due to the disproportionate representation of First Nations young people in the youth justice system.

Programs aiming to serve First Nations youth must incorporate culturally appropriate practices and demonstrate how cultural considerations have been integrated into the delivery strategy. Specific requirements include:

- Consultation with First Nations Communities: Engage with local First Nations elders and community leaders to ensure the program is culturally informed, respectful and aligns with community values.
- Inclusion of First Nations Staff: Include First Nations individuals in the design and delivery of the program to provide culturally relevant guidance and support.

Alignment with 'Closing the Gap'

Applicants must also detail how their program contributes to the national 'Closing the Gap' targets, specifically addressing:

- Outcome: Aboriginal and Torres Strait Islander young people are not overrepresented in the criminal justice system.
- Target: By 2031, reduce the rate of Aboriginal and Torres Strait Islander young people (10-17 years) in detention by at least 30 per cent.

The Queensland Government is committed to providing resources and support to help funding recipients achieve these cultural considerations useful resources below:

- [Program design – Cultural safety](#)
- [Building Partnerships with Community](#)
- [Creating a Culturally Safe Space](#)

10. Program Evaluation and Evidence-Based Approach

To ensure the efficacy and impact of funded initiatives, it is essential that all programs are rigorously evaluated and follow an evidence-based approach. Applicants are required to detail their program's evaluation strategy, which should highlight how the initiative has been assessed for its effectiveness and how it incorporates data and research to inform its practices.

Your application must clearly articulate:

- The methodologies employed to evaluate the program, including both quantitative and qualitative measures.
- How the program has been, or will be, systematically reviewed against its stated objectives and outcomes.
- The evidence base supporting the program's design and implementation, citing any relevant studies, best practices, or empirical data that underpin its methodology.
- Insights and learnings gained from past evaluations or pilot phases that have been used to refine and improve the program's approach.

We encourage programs to demonstrate a commitment to continuous improvement backed by evidence. By showcasing a thorough understanding of the importance of evaluation, your application will illustrate a capacity to deliver meaningful and sustained outcomes within the system.

For further information to help you broaden your understanding why and how to assess your projects effectiveness and impact:

- [Program Assessment and Evaluations](#)
- [Program Reporting](#)

11. Payment, Reporting, Acquittal and Audit Requirements

Applicants will receive written notification on the outcome of their application. Approved applicants will be required to enter into a funding agreement with the Queensland Government. The provision of funding is subject to execution of a funding agreement to be provided by the department. Expenditure incurred prior to execution of the funding agreement at the organisations own cost.

Each grant agreement includes obligations to acquit the funding spent to the department at the completion of the project using a report template provided by the department. All organisations funded will be required to keep accurate records of expenditure and provide evidence in the acquittal form supplied to support the delivery of the approved project for the required legislative period. These records are to be made available to the department should the organisation be selected for an audit.

Funded organisations must complete reporting on project activities and outcomes throughout and upon completion of the project.

Evaluations and data collection are critical for informed decision-making, enabling your organisation to assess the effectiveness and impact of programs. Your organisation will also be required to evaluate the success of the project on a report template provided by the department.

Funded organisations may be subject to an audit from the department. The department may undertake an audit to ensure that projects are delivered as approved.

Funded organisations may be asked to complete a survey or provide a case study upon project completion. The information within the survey or case study will be used to help the department evaluate the program and promote the outcomes of the project.

The Queensland Government must be appropriately [acknowledged](#) by approved organisations in any promotion of the approved project.