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2018 NSW Seniors Festival Grants Program Guidelines

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Introduction

NSW Seniors Festival, presented by the NSW Government, provides opportunities for people over 60 to remain active, healthy, engaged and contributing to their local communities.

Celebrating its 60th year, the Festival is the largest festival for older people in the Southern hemisphere, providing hundreds of free and discounted events and activities to seniors across the state.

In 2018 we will celebrate the Festival from **Wednesday 4 April to Sunday 15 April**.

A total of \$200,000 is allocated for organisations to deliver events or activities which support the NSW Seniors Festival Grants Program objectives. Successful grant recipients will host community events and activities that provide opportunities for older people to participate in their local communities.

Grant recipients should seek to build community involvement in NSW Seniors Festival.

The purpose of the NSW Seniors Festival Grants Program is to provide seed funding for local Festival activities. You should take into account that grants are for subsidising a project, not to fund the total cost.

Funding categories

For the first time, three funding categories are available to distribute \$200,000 across the state:

- Category 1: Up to \$1,000 for small-scale local community events and activities.
- Category 2: \$1,001 – \$5,000 for larger local community events and activities.
- Category 3: \$5,001 - \$10,000 for large scale community and regional events and activities.

Category 3 funding is available to local government organisations only.

All grant funded events must be held between Monday 2 April and Friday 20 April 2018.

Key dates

Stage	Date
Grant program opens	Tuesday 25 July 2017
Grant program closes	Friday 8 September 2017
Applicants notified of outcome in writing	December 2017
Payment of grants to successful applicants	January – February 2018
NSW Seniors Festival	Wednesday 4 April – Sunday 15 April 2018
Grant funded events and activities	Monday 2 April – Friday 20 April 2018

NSW Seniors Festival Grants Program Objectives

The objectives of the 2018 NSW Seniors Festival Grants Program are to:

- Provide opportunities for older people to participate in community life
- Assist older people to be healthy and active as they age
- Provide older people with cultural, creative, sporting and recreational opportunities
- Support older people to plan for retiring, housing choices and getting around
- Recognise and encourage the contributions of older people in the community.

NSW Seniors Festival grant-funded events and activities should be inclusive of and accessible to the diversity of older people including:

- Aboriginal and Torres Strait Islander people
- People from Culturally and Linguistically Diverse (CALD) backgrounds
- Lesbian, Gay, Bisexual, Transgender or Intersex (LGBTI) people
- Carers
- People who are immobile, frail or with a disability
- People with dementia or chronic disease
- Friends and family of older people

Category 1 Grants

This category provides funding of up to \$1,000 for small-scale local community events or activities.

Who can apply?

2018 NSW Seniors Festival Category 1 grants are open to all not-for-profit and charitable organisations, public companies limited by guarantee and local government authorities based in NSW.

To be eligible for funding, organisations must be incorporated. Where an organisation is not incorporated the application must be sponsored by an incorporated or local government organisation.

Organisations must have public liability insurance to be eligible for funding.

State and Federal Government Departments are not eligible to apply.

If your organisation has received a NSW Seniors Festival grant in the past and has NOT completed an acquittal report, you are not eligible to apply.

What can the grant funding be used for?

Grant funding can be used for the direct costs of the event, including promotion, entertainment, venue hire and transport for participants.

Catering costs will only be partially funded for Category 1 grants. If catering is required for your event please ensure part of the cost is paid by your organisation, or, the goods are donated in-kind.

Grants **cannot** be used to fund the following:

- any activity of a commercial nature that is for profit
- capital works including building work
- permanent salaries/wages (costs for temporary tutors/instructors for your project or event can be included)
- permanent equipment purchases for example tables and computers
- business as usual costs or general operating expenses
- events that encourage gambling such as bingo, or the consumption of alcohol
- the same event twice. For example two different organisations cannot apply for funds for the same event or activity
- the cost of travel to the Premier's Gala Concerts
- projects and activities coordinated by NSW Government Departments and Statutory Authorities.

Assessment Criteria

Category 1 grant applications will be assessed against the following criteria:

Criteria	Details
Budget	Detailed and accurate budgeting
Relevancy	Demonstrated relevance to at least one of the NSW Seniors Festival Grants Program objectives A project that includes of at least one of the following themes: healthy and active living, creative activities, cultural activities, intergenerational activities, recreational activities
Audience reach	Number of people participating Participation of specific target groups Depth of engagement of older people
Promotion	Clear promotions plan to ensure your target audience attends
Resourcefulness	Creativity of the event or activity Demonstrated effective Government use of resources

Category 2 Grants

This category provides funding from \$1,001 to \$5,000 for local community events or activities.

Who can apply?

2018 NSW Seniors Festival Category 2 grants are open to all not-for-profit and charitable organisations, public companies limited by guarantee and local government authorities based in NSW.

To be eligible for funding, organisations must be incorporated. Where an organisation is not incorporated the application must be sponsored by an incorporated or local government organisation.

Organisations must have public liability insurance to be eligible for funding.

State and Federal Government Departments are not eligible to apply.

Please note: if your organisation has received a NSW Seniors Festival grant in the past and has NOT completed an acquittal report, you are not eligible to apply.

What can the grant funding be used for?

Grant funding can be used for the direct costs of the event, including promotion, entertainment, venue hire and transport for participants.

Grant funding for Category 2 grants must be matched by 50% of your organisation's own resources. This matched amount can include money spent by your own organisation, sponsorship, cash donations, or in-kind contributions such as venue hire, catering and administration costs.

For example: \$3,000 in funding must be matched by at least \$1,500.

Grants **cannot** be used to fund the following:

- catering costs
- any activity of a commercial nature that is for profit
- capital works including building work
- permanent salaries/wages (costs for temporary tutors/instructors for your project or event can be included)
- permanent equipment purchases for example tables and computers
- business as usual costs or general operating expenses
- events that encourage gambling such as bingo, or the consumption of alcohol
- the same event twice. For example two different organisations cannot apply for funds for the same event or activity

- the cost of travel to the Premier’s Gala Concerts
- projects and activities coordinated by NSW Government Departments and Statutory Authorities.

Assessment Criteria

Category 2 grant applications will be assessed against the following criteria:

Criteria	Details
Budget	Detailed and accurate budgeting Funding requested matched by 50% of your organisation’s own resources
Relevancy	Demonstrated relevance to at least one of the NSW Seniors Festival Grants Program objectives A project that includes of at least two of the following themes: healthy and active living, creative activities, cultural activities, intergenerational activities, recreational activities
Audience reach	Number of people participating Inclusion of a diverse range of people Specific participation from specific target groups Depth of engagement of older people
Promotion	Clear marketing and promotions strategy to ensure your target audience attends
Resourcefulness	Creativity of the event or activity Demonstrated effective Government use of resources Collaboration with other local community organisations and groups

Category 3 Grants

This category provides funding from \$5,001 to \$10,000 for large scale regional events and activities run by local councils in partnership with local organisations and groups.

Who can apply?

2018 NSW Seniors Festival Category 3 grants are available for local government organisations **only**.

What are we looking for?

Category 3 funding is a new category of the NSW Seniors Festival Grants Program. We are looking for events that encompass the whole local government area with a minimum attendance of 500 people.

Local councils must demonstrate that they have consulted and will partner with local community organisations and businesses to deliver and promote their event(s) and/or activities.

Successful grant applications will address a minimum of 3 key themes for older people:

What can the grant funding be used for?

The grants can be used for the direct costs of the event, including promotion, entertainment, venue hire and transport for participants.

To be considered for Category 3 funding, local councils must match the grant funding with 50% of your organisation's own resources. This matched amount can include money spent by your own organisation, sponsorship, cash donations, or in-kind contributions such as venue hire, catering and administration costs.

Grants **cannot** be used to fund the following:

- any activity of a commercial nature that is for profit
- capital works including building work
- permanent salaries/wages (costs for temporary tutors/instructors for your project or event can be included)
- permanent equipment purchases for example tables and computers
- business as usual costs or general operating expenses
- events that encourage gambling such as bingo, or the consumption of alcohol
- the same event twice. For example two different organisations cannot apply for funds for the same event or activity
- the cost of travel to the Premier's Gala Concerts
- projects and activities coordinated by NSW Government Departments and Statutory Authorities.

Assessment Criteria

Category 3 grant applications will be assessed against the following criteria:

Criteria	Details
Budget	<ul style="list-style-type: none"> • Detailed and accurate budgeting • Value for money • Funding requested matched by 50% of your organisation's own resources
Relevancy	<ul style="list-style-type: none"> • Demonstrated relevance to at least three of the NSW Seniors Festival Grants Program objectives • A project that includes of at least three of the following themes: healthy and active living, creative activities, cultural activities, intergenerational activities, recreational activities
Audience reach	<ul style="list-style-type: none"> • Number of people participating • Inclusion of a diverse range of people • Specific participation from specific target groups • Depth of engagement of older people • Engagement and participation across the whole local government area • Clear outline of how participants will benefit from the project
Promotion and consultation	<ul style="list-style-type: none"> • Clear marketing and promotions strategies to ensure a diverse range of people attend • Demonstrated consultation with local seniors, community organisations, groups and businesses
Resourcefulness	<ul style="list-style-type: none"> • Creativity of the events or activities • Demonstrated effective Government use of resources • Effective collaboration and partnerships with local community organisations, groups and businesses

Example : Project Budget

Applicants must provide a detailed budget for their project or the application will be deemed ineligible.

Example Budget			
Grant funded expenses	\$ Amount	Applicant's resources	\$ Amount
Venue hire	\$800.00	Catering donated by cafe	\$300.00
Brochure printing	\$100.00	Yoga equipment (mats)	\$200.00
Newspaper Ads	\$200.00	Lucky door prize	\$50.00
Bus hire to transport participants (2 hours)	\$200.00	Music performance donated by local band	\$200.00
Yoga instructor's fee	\$200.00		

Budget Totals		
Total Grant Funding Requested	Total Applicant Expenses	Total Project Budget
\$1,500.00	\$750.00	\$2,250.00

Grant funded expenses

In this column list all expenses that you would pay for with NSW Seniors Festival Grant Funding. List all items as exclusive of GST.

Applicant's resources

In this column list the dollar value of all other resources contributed to the project. Resources to list in this column include:

- money spent by your own organisation
- sponsorship
- cash donations
- in-kind contributions (goods and services you have received but have not paid for, i.e. a room hire fee waived by a venue)

Total Grant Funding Requested = the total of all Grant funded expenses

Total Applicant Expenses = the total of all other resources contributed to the project

Total Project Budget = Total Grant Funding Requested + Total Applicant Expenses

Example: \$1,500.00 (Total Grant Funding Requested) + \$750.00 (Total Applicant Expenses)

= \$2,250.00 (Total Project Budget)

Applications via a sponsoring body

All grant-funded events and activities must be covered by Public Liability Insurance. If your organisation is not covered, you will need to approach another organisation to sponsor your application so that your event will be covered under their Public Liability Insurance (such as your local council).

A minimum of \$20 million Public Liability Insurance is required to receive grant funding.

In all sponsored grant applications, NSW Seniors Festival's primary relationship is with the sponsoring body, as they are responsible for the management of the grant.

Responsibilities of the sponsoring body

- To accept the grant monies on behalf of the sponsored organisation
- To pay grant monies to the sponsored organisation in accordance with the grant conditions
- To provide project management assistance to the sponsored organisation
- To ensure the required financial acquittal information is provided to NSW Seniors Festival after the event or activity is held.

How do I apply?

Applications open at 9am on Tuesday 25 July and close at 11.59pm on Friday 8 September. Applications to all three grant categories must be submitted online via the SmartyGrants portal.

To apply for Category 1 and 2 grants visit:

<https://facs.smartygrants.com.au/SeniorsFest2018-cat12>

To apply for a Category 3 grant visit:

<https://facs.smartygrants.com.au/SeniorsFest2018-cat3>

Contact Information

The NSW Seniors Festival Grants Program is administered by the Department of Family and Community Services NSW.

For more information about the Grants program, please:

email NSWSeniorsFestival@facs.nsw.gov.au

or visit www.NWSeniorsFestival.com.au.

2018 Grants Program Terms and Conditions

Advertising and promotion

All grant recipients are responsible for the promotion and advertising of their event or activity. Successful applicants will be sent an electronic toolkit, which includes the NSW Seniors Festival logo, branding guidelines, posters, web banners and communications templates to use in their promotions.

Grant recipients must use the official NSW Seniors Festival branding on all promotional and advertising materials relating to their grant-funded event or activity.

Grant recipients must register their events or activities on the NSW Seniors Festival website.

Funding requirements

Only one application for funding will be accepted per organisation per project. An organisation is permitted to apply for funding to run the same type of project in two or more separate locations. Example: An organisation holding an Expo in Coffs Harbour, Nowra and Orange is eligible to apply for project funding for each location.

Organisations must not use the money provided for the project, nor any interest earned on the money, for any other purpose beyond what is specified in the approved project description.

Grant funding for Category 2 and 3 grants (amounts between \$1,001 and \$10,000) must be matched by 50% of your organisation's resources.

The grant recipient will take sole responsibility for the project. All projects must be located within NSW and must be conducted between Monday 2 April and Friday 20 April 2018.

Reporting requirements

Upon completion of the project, grant recipients must provide the Department of Family and Community Services ("FACS") with a financial and evaluation report (completed online through SmartyGrants) by the date specified in their funding agreement. If an acquittal is not received by the due date, FACS may deem the event not to have taken place and may request that any funding that has been provided is repaid within 28 days.

Public liability insurance

Your organisation must be covered by Public Liability Insurance. If your organisation is not covered, you will need to approach another organisation to sponsor your application so that your event will be covered under their Public Liability Insurance (such as your local council). FACS requires a minimum of \$20 million public liability insurance.

Making your event accessible

Organisers should try to make their event as accessible as possible, including to older people and people with disability. The Australian Network of Disability has a simple checklist at www.and.org.au/pages/event-checklist.html.

Disclaimer

Submission of an application does not guarantee funding. Previous successful applications are not guaranteed funding.

FACS accepts no responsibility for the event, irrespective of the funding provided by the agency to support the event, and irrespective of its listing on the NSW Seniors Festival website or other FACS publications.

Organisations are responsible for meeting their duty of care and all other obligations to event participants, volunteers and other stakeholders. Event organisers should give due consideration to the safety of any children, young people or other vulnerable people involved in their event.

The [Office of the Children's Guardian](#) can provide advice on child safety. Organisations who do not usually work with children or young people should consider partnering with an organisation or other stakeholder who does have expertise in child safety.

Privacy Policy

The NSW Government will collect and store the information you voluntarily provide to enable implementation of this grant program. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

The NSW Government is required to comply with the Privacy and Personal Information Protection Act 1998. The NSW Government collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Applicants must ensure that people whose personal details are supplied with applications are aware that the NSW Government is being supplied with this information and how this information will be used.

Disclosure of Project Information

Should your application be successful, the NSW Government may wish to provide certain information to the media and Members of Parliament for promotional purposes. This information will include your organisation and event name, project description, electorate, town, and the grant amount.

By disclosing information about your organisation and/or sponsoring organisation in this application, you give permission for the information to be used by the NSW Government for the promotion of projects and programs to the general public, events and related activities.

Government Information (Public Access) Act 2009

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of the Government are subject to the provisions of the *Government Information (Public Access) Act 2009*. Under some circumstances a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.