

THE CITY OF

GREATER GEELONG

# POSITIVE AGEING GRANTS



2023-24 GUIDELINES

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# About these grants

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The purpose of the Positive Ageing Grants is to support a variety of community hosted activities and experiences such as workshops, dances, concerts, sporting activities that celebrate positive ageing in our community.

The objectives of the Positive Ageing Grants are to:

- Increase physical activity
- Promote mental health and wellbeing
- Increase social connections
- Recognise and celebrate achievements
- Support positive ageing
- Provide opportunity for intergenerational activity

The Positive Ageing Grants are guided by the City's [Positive Ageing Strategy 2021-2047](#) which was adopted by Council in November 2021. It is a holistic, long-term strategy which aims to promote and support healthy ageing for people over 55 in the City of Greater Geelong.

There is a total grant budget of \$24,000 with individual grants being offered of up to \$1000 per application.

Grant	WHAT WILL BE FUNDED	MAXIMUM FUNDING PER APPLICANT
Positive Ageing	The cost to deliver events and activities such as venue hire, artists or facilitator fees, publicity and promotion, materials, transport and travel, catering.	Up to \$1,000

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## VICTORIAN STATE SENIORS FESTIVAL

The City will continue to promote the state-wide Victorian Seniors Festival and support local community activities through the Positive Ageing Grants.

## HOW TO APPLY

Applications for this grant must be made via our SmartyGrants online system.

There are two ways applicants can access the online application form:

1. Visit the [Community Grants page at the Geelong Australia website](#), select the grant program they wish to apply for from the list, click the 'Apply online' button that appears on the page, log-in or create an account.
2. Visit <https://geelong.smartygrants.com.au/applicant>, select 'current rounds' at the top right of the page, select the grant they wish to apply, log-in or create an account then complete and submit the form.

## KEY DATES

Applications will be accepted until 5.00 pm on the closing date. Late submissions of applications will not be accepted.

Applications open	25 March 2023
Applications close:	5.00pm 22 May 2023
Notification to applicants:	17 June 2023
Project Delivery	October 1, 2023 to February 29, 2024 (Inclusive)

## PERMITS AND APPROVALS

Proposed projects or events may require permits or approvals.

These processes are separate to the grant application process and require additional time and budget in the project plan.

You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them is a condition of the grant. The City may choose not to make grant payments until the relevant permits and approvals are secured and submitted with the funding agreement.

You must demonstrate that you are aware of the necessary permits and approvals in your application. Please refer to the assessment criteria under 'well planned projects' on page 8.

## CONTACT INFORMATION

To discuss your project or request help with the application process, please contact our grants team at [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au), or call 5272 5560.

## NOT THE RIGHT GRANT FOR YOU?

There are a variety of other funding opportunities available. Find out more by visiting [www.geelongaustralia.com.au/grants](http://www.geelongaustralia.com.au/grants).

# Who can and can't apply?

The City's grants are primarily offered to not-for-profit community organisations.

All applicants must possess an Australian Business Number (ABN) or provide a [Statement by a Supplier Form](#) available from the ATO website <https://www.ato.gov.au>.

Applicants must have fully acquitted previous successful (funded) applications as required and have no outstanding debts or arrears to the City of Greater Geelong.

The following table describes who is and isn't eligible to apply for funding through these grants:

APPLICANT TYPE	YES	NO
Not-for-profit, incorporated bodies, co-operatives, or associations	✓	
Registered charitable organisations – refer to the <a href="#">Australian Charities and Not-for-profits Commission</a>	✓	
Unincorporated bodies with an auspice	✓	
Schools and Learning institutions – only for activities that are not curriculum based and the primary benefit is for people aged 55+.	✓	
Individuals/Sole Traders (entity type with Australian Taxation Office)		X
Profit-making organisations, commercial entities, businesses		X
Organisations (and individuals if applicable) with outstanding debts or arrears to the City of Greater Geelong or experiencing insolvency or bankruptcy		X
Organisations that have not satisfactorily acquitted previous funding from the City as required - this includes organisations that have acted as an auspice for an unincorporated group		X
Organisations that have already received funds within the current financial year from this grant (note: this does not prevent applicants applying to different grants in the same financial year for a different project)		X

## AUSPICE INFORMATION

Your application will require an auspice if your not-for-profit organisation is either:

- not incorporated, or
- is not one of the other types of legal entities listed above.

An auspice is an organisation that meets our eligibility criteria and agrees to support your application. If you're successful, the grant funds will be paid directly to the auspice, who must then pass them on to you.

If you are planning on using an auspice, you must:

- obtain approval from your proposed auspice before you submit your application.
- ensure the auspice is involved in making the application and all project aspects and progress.

Be aware that some auspice organisations may charge an auspice fee. This is at their discretion and should be negotiated between the applicant and the auspice.

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# What can you apply for?

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Applicants must offer a project within the City of Greater Geelong municipality. We are looking to support activities that are available for everyone aged 55+ to enjoy.

The following is a list of ideas and examples that will be considered for funding specifically targeting people over 55. It is a guide only and the list should not be considered exhaustive:

- one-off event/activity
- multi-generational activities that benefit people aged 55+
- Celebration/ recognition of a milestone or person
- workshops
- dances
- concerts
- sporting activities
- increasing muscle strength activity
- sightseeing tours
- digital learning
- come and try day
- art and craft
- cultural experiences
- cooking classes
- language classes
- yoga
- walking groups.

Grant funds to deliver your event can be used for items such as:

- fees for facilitator, entertainer, or teachers
- catering (as a part of an activity)
- venue hire
- materials (e.g., Art and craft supplies)
- advertising and promotion
- equipment hire

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# What won't be funded?

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## POSITIVE AGEING GRANTS

The following items, activities or projects will not be funded by the Positive Ageing Grants:

- administration (including printing and promotional material) that is a usual business requirement.
- activities, services, programs, and events that are ongoing. This includes regular activities of a venue e.g., monthly markets, seasonal sporting events approved under a licence/tenancy agreement.
- capital works.
- member only events unless there is a compelling reason to do so.

## CITY'S COMMUNITY GRANTS

In general, the following items, activities or projects will not be funded by any of the City's Community Grants:

- projects or activities that occur outside the City of Greater Geelong municipality (where activities also have outcome/s that occur outside the Municipality, only the portion taking place within Greater Geelong is eligible).
- cost of Council services where fees are normally charged e.g., Council rates; waste removal; building or planning permit fees; parking fees, etc.
- staffing costs, although we will consider funding if the costs are related to the specific proposed project – such as costs to engage an external facilitator, consultant, or contractor – if they can supply an ABN and written quote.
- requests for retrospective purchases or projects, or where activities commence prior to submission of application.
- fundraising events, prizes, gifts, awards, or sponsorship costs, such as trophies, medals, money, and vouchers.
- political, gaming or gambling activities
- activities that could be considered core business i.e., those associated with the application organisation's normal or day-to-day operation (including regular projects and activities, administration, staffing costs, insurances and permits)
- projects, activities, or events that could potentially commit Council funding on an ongoing basis
- projects, activities, or events that have already received support from the City's grants
- projects, activities, or events that better meet the criteria of another City of Greater Geelong grant or program.

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# How are applications assessed?

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All applications received will go through the following assessment process:

- Eligibility checks – applications are checked against the criteria on pages 5 and 7 to determine their eligibility.
- Officer panel assessment – eligible applications will be assessed according to the assessment criteria and priority areas (see tables below).
- Executive review and endorsement – Executive will review the officer panel’s recommendation and determine the outcome.

## ASSESSMENT CRITERIA

Applications will be assessed on a weighted average scoring system, as shown in the tables below:

CATEGORY	
Key criteria – weighting	What we look for when assessing a project grant application
<b>Community Impact 70%</b>	The activity/event delivers one or more of the following: <ul style="list-style-type: none"><li>• Increase physical activity.</li><li>• Promote mental health and wellbeing.</li><li>• Increase social connections.</li></ul>
<b>Well planned project 30%</b>	The application demonstrates: <ul style="list-style-type: none"><li>• a promotion plan.</li><li>• an understanding of the permits and approvals that will be required for an event to proceed, including evidence that the venue or location is suitable and available e.g., copy of venue booking form.</li><li>• capacity of the applicant organisation to support delivery of the project.</li><li>• current public liability insurance cover, if required.</li><li>• a clear, balanced budget supported by quotes, that shows total income equals total expenditure. Quotes sourced from a supplier e.g., images of online shopping examples are acceptable.</li><li>• budget must describe and show the total cost of the project including contingency and list any other additional sources of funds that will contribute to the total project income.</li></ul>
<b>Total 100%</b>	

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## **PRIORITISING APPLICATIONS**

If the total request for funding exceeds the grant funds available, we will prioritise:

- Applications that have not received funding from the City in the previous financial year.
- Applications from organisation that do not receive funding from electronic gaming machines.
- Applications that meet two or more of the grant objectives to:
  - Increase physical activity
  - Promote mental health and wellbeing
  - Increase social connections
  - Recognise and celebrate achievements
  - Support positive ageing
  - Provide opportunity for intergenerational activity

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# What happens next?

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## **IF YOUR APPLICATION IS SUCCESSFUL**

Successful applicants will be notified in writing within one week after funding recommendations are endorsed.

If you are successful, you will be sent a funding agreement explaining the terms and conditions of our offer. Once you sign and return the agreement, we will send your funding within 30 working days.

## **IF YOUR APPLICATION IS UNSUCCESSFUL**

Unsuccessful applicants will be notified in writing. If you would like further feedback on why your application was unsuccessful, please contact [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au)

If there are funds remaining in the grant pool, we may choose to offer a second round of grants. While unsuccessful applicants are eligible to reapply, we would recommend revising the application to make sure it fits the assessment criteria before doing so.

## **FUNDING AGREEMENTS**

Successful grant applicants will be required to enter into a funding agreement that will establish:

- a. the terms and conditions of funding
- b. the details of the activity
- c. the deliverables
- d. acquittal, evaluation, and reporting requirements; and
- e. the schedule of payments.

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# General information

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The following information applies to all City of Greater Geelong grants.

## GRANT ALLOCATION INFORMATION

Applications can be made to multiple grant programs for relevant and distinct projects or programs.

A single project, event, activity, or program will only be funded in one grant program category within a given financial year. This means we will not fund part of a project in one grant program, and part in another.

We generally only fund projects once. Applicants cannot rely on this grant for ongoing or recurrent funding. However, we will consider funding a project again if there are compelling reasons, in line with the objectives of this grant. Any decision to award further funding will be based on the merit of the application.

Priority will be given to applicants that did not receive funding in the previous financial year.

Projects or programs that have already commenced prior to the application submission may not be eligible under some grant programs, please refer to individual grant guidelines or contact the Grants team for clarification.

Grant amounts allocated are specific to the grant category as detailed in each individual program guidelines.

Grant amounts offered to successful applicants are based on outcomes determined during the assessment process and in line with budget limitations.

As grants are a competitive process, not all applications will necessarily be funded even if they are eligible. In some cases, applicants may also be offered partial funding to run a reduced or modified project.

## ACKNOWLEDGEMENT, PROMOTION AND MARKETING

Successful grant applicants must acknowledge the City of Greater Geelong as a funding source. This can be done by using the City's logo in marketing and publicity materials, acknowledgement at launches and/or invitations for Councillors or City representatives to attend events.

## ACQUITTAL, EVALUATION AND REPORTING

The acquittal, evaluation and reporting requirements will be confirmed with successful applicants as relevant to individual grant programs and be reasonable and commensurate with the purpose and amount of funding.

An online acquittal, evaluation template form will be provided to the funding recipient.

Where progress payments form part of the funding allocation arrangement, an online template will be provided for the funding recipient to complete to demonstrate the agreed deliverables have been achieved prior to the release of the next scheduled payment.

Council officers may request meetings with the Applicant to check progress or undertake an independent audit of the books and records of the Applicant as they relate directly to the grant.

Accurate financial records of the recipient organisation must be maintained and made available to Council in the event of any further audit by Council into the use of the grant.

Organisations that do not submit a completed acquittal/evaluation form, including provision of an accurate statement of actual expenditure of funds will be ineligible to apply to City of Greater Geelong for future grants.

## **COVID-19**

All activities must comply with the latest health advice and government restrictions, as detailed at <https://www.coronavirus.vic.gov.au/>

## **INSURANCE**

If required, applicants must arrange Public Liability Insurance (PLI) to cover the activity detailed in the grant application and include a PLI Certificate of Currency with their application. Applicants using an Auspice would include a certificate from the Auspice organisation.

A policy statement or receipt of payment is not an acceptable substitute for the Certificate of Currency.

## **PAYMENT OF GRANTS**

Grant payments are made to the applicant (or Auspice).

A Tax Invoice is required prior to releasing any grant funds. The Grants Team will contact successful grant applicants to arrange this at the appropriate time.

If successful applicants do not provide either an ABN or a "Statement by a Supplier" form the City may be required to withhold the top marginal tax rate (i.e., 46.5%) from the grant payment.

## **TIMING**

Successful applicants must spend their allocated funds within 12 months of Notification unless their funding agreement extends beyond 12 months or otherwise negotiated.

The City reserves the right to withdraw funding if we do not receive a Tax Invoice within the financial year the grant was awarded or by the due date/s included in the agreement.

All funds must be acquitted within one month of the agreed completion date for the project.

## **VARIATION TO FUNDED PROJECTS**

Projects are funded for delivery as described in the Funding Agreement. Successful applicants must seek approval in writing from the City if changes need to be made. This includes delays to the original completion date or the ability to fully expend the grant funds within the agreed timeframes.

The City reserves the right to withdraw funding if the applicant is unable to confirm alternative arrangements within a reasonable time frame.

If a project is discontinued or the grant funds are no longer required, all funds must be repaid to the City.