

THE CITY OF

GREATER GEELONG

POSITIVE AGEING GRANTS



GUIDELINES 2024-25

Contents

Contents	2
About these grants	3
Victorian State Seniors Festival	3
How to apply	3
Key dates	4
Contact information	4
Who can and can't apply?	5
What if my organisation not incorporated?	5
What can you apply for?	6
What won't be funded?	7
Positive Ageing Grants	7
City's Community Grants	7
How are applications assessed?	8
Assessment criteria	8
Prioritising applications	9
Grant allocation information	9
What happens next?	10
If your application is successful.....	10
If your application is unsuccessful.....	10
Funding agreements.....	10
General information.....	11
Acknowledgement, promotion and marketing	11
evaluation and financial and reporting.....	11
Insurance	11
National Relay Service (NRS)	11
Other Languages – Translation and Interpreting Service.....	11
Payment of grants	11
Permits and approvals	11
withdrawal of funding	12
Variation to funded projects	12

About these grants

Positive Ageing Grants support community hosted activities and experiences such as workshops, dances, concerts and 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 opportunities for intergenerational activity

The Positive Ageing Grants are guided by the City's [Positive Ageing Strategy 2021-2047](#) which aims to promote and support healthy ageing for people over 55 in the City of Greater Geelong.

We have a total of \$24,000 for all grant applications. You can ask for up to \$1,000.

We cannot give a grant to everyone who asks. We may not have enough money or the application may not be suitable.

GRANT	WHAT YOU CAN USE THE FUNDS FOR	HOW MUCH YOU CAN ASK FOR
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

VICTORIAN STATE SENIORS FESTIVAL

The City will continue to celebrate 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. Go to the [Community Grants page at the Geelong Australia website](#), click on the grant you want to apply for. Click the 'Apply online' button on the page. This will go to the SmartyGrants application form. You will need to log-in or create an account.
2. Go to <https://geelong.smartygrants.com.au/applicant>, click 'current rounds' at the top right of the page, then click on the grant you want to apply for This will go to the SmartyGrants application form. You will need to log-in or create an account.

KEY DATES

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

Applications open 23 March 2024

Applications close: 5.00pm 6 May 2024

Notification to applicants: 1 July 2024

Project Delivery October 1, 2024, to February 29, 2025 (Inclusive)

CONTACT INFORMATION

To discuss your project or ask for help with the application process, please contact our grants team at communitygrants@geelongcity.vic.gov.au, or call 5272 5560.

Who can and can't apply?

This table describes who can and can't ask for funding through these grants:

APPLICANT TYPE	YES	NO
Not-for-profit, incorporated bodies, co-operatives, or associations	✓	
Registered charitable organisations – refer to the Australian Charities and Not-for-profits Commission	✓	
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
Applicants with outstanding acquittals for grant funding from the City – including auspices		X
Applicants with outstanding debts or arrears to the City of Greater Geelong or in legal proceedings with the City		X
An organisation involved in legal proceedings relating to winding up its operations, or experiencing insolvency or bankruptcy (this includes any legal bankruptcy-related actions against the organisation's directors or officers)		X
Applicants that have received funding from this grant in the current financial year (applies only when a second grant round is offered by the City)		X

WHAT IF MY ORGANISATION NOT INCORPORATED?

If you are a not-for-profit organisation that is not incorporated, you can still apply by using an auspice.

An auspice is an organisation that meets our eligibility criteria and agrees to support your application. If you're successful, the auspice receives the grant money on your behalf so you can undertake the project work.

If you use an auspice, please:

- get approval from the auspice before you submit your application.
- ensure the auspice signs the application form and funding agreement.

Please note some auspice organisations may charge a fee.

What can you apply for?

Your grant activity must take place within the City of Greater Geelong. 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 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 teacher
- catering (as a part of an activity)
- venue hire
- materials (e.g., art and craft supplies)
- advertising and promotion
- equipment hire

* For any activities with a First Nations theme you are strongly encouraged to contact the Grants Team to ensure you have engaged with First Nations Communities and understand any requirements under the Aboriginal Heritage Act (2006).

What won't be funded?

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 an activity is partly outside the municipality, only the part taking place within Greater Geelong is eligible)
- cost of Council services where fees are charged e.g., Council rates, waste removal, building or planning permits or approvals, parking etc.
- existing staff and salary costs (funds to cover costs for additional staffing or contractors, that relate directly to the grant application, will be considered)
- requests to use the funds for purchases, projects, or activities that began before being notified of the application outcome
- fundraising events where the main aim is to directly fundraise for a charity
- prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers
- political, gaming or gambling activities
- purchase of alcohol
- expenses that can be considered core business e.g., ongoing projects and activities, administration overheads such as utilities, insurances and fees
- additional funding for previously successful applications
- projects, activities or events that could commit the City to ongoing funding
- projects, activities or events that better meet the criteria of another City of Greater Geelong grant or program

How are applications assessed?

All applications received will go through the following assessment process.

- eligibility checks – applications are checked against the criteria on pages 6 to 8 to determine their eligibility
- officer panel assessment – eligible applications are 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
Community Impact 70%	<p>The activity/event delivers one or more of the following:</p> <ul style="list-style-type: none">• increase physical activity• promote mental health and wellbeing• increase social connections• recognise and celebrate achievements• support positive ageing• provide opportunities for intergenerational activity
Well planned project 30%	<ul style="list-style-type: none">• a promotion plan• 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• capacity of the applicant to deliver the project• current public liability insurance cover, if required• a clear, balanced budget supported by quotes, that shows total income equals total expenditure. * (If quotes/estimates are not submitted with your application your score for 'Well planned project' will be lower)• 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.

Total 100%

* evidence of costs we will accept

- quotes with supplier's business name ABN/ACN and contact details
- screenshots from online retailers including item description, price, supplier's business name
- project staff/contractor costs calculated from industry awards or codes of practice

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 organisations 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
 - Provide opportunities for intergenerational activity
 - Increase social connections
 - Recognise and celebrate achievements
 - Support positive ageing

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. You 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.

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.

In some cases, applicants may also be offered partial funding to run a reduced or modified project.

What happens next?

IF YOUR APPLICATION IS SUCCESSFUL

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

You will be sent a funding agreement explaining the terms and conditions of our offer. Once you sign and return the agreement, along with a tax invoice, we will process your invoice.

IF YOUR APPLICATION IS UNSUCCESSFUL

Unsuccessful applicants will be notified in writing.

As grants are a competitive process, even if an application meets the criteria, it may be ranked lower than other applications.

If you would like further feedback on why your application was unsuccessful, please contact communitygrants@geelongcity.vic.gov.au

FUNDING AGREEMENTS

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

- a. the terms and conditions of funding;
- b. the details of the activity;
- c. what you are expected to deliver; and
- d. reporting requirements

General information

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

ACKNOWLEDGEMENT, PROMOTION AND MARKETING

Successful grant applicants must acknowledge the City of Greater Geelong

This can be done by using the City's logo in marketing and publicity materials, social media, acknowledgement at launches and/or invitations for Councillors or City representatives to attend events.

EVALUATION AND FINANCIAL AND REPORTING

A project evaluation and financial report must be provided within one month of the agreed completion date of the funded activity. The financial report shows your income and expenses for the grant to demonstrate you have spent the money how you said you would.

City officers may request meetings with the applicant to check progress or undertake an audit of the books and records of the applicant as they relate to the grant.

Applicants must keep accurate financial records for the grant and make them available to the City in the event of any audit by the City into the use of the grant.

INSURANCE

You must arrange public liability insurance (PLI) to cover the activity detailed in the grant application and include a PLI certificate of currency with your 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.

NATIONAL RELAY SERVICE (NRS)

If you are deaf or have a hearing or speech impairment and you wish to call a staff member, you can do so through the National Relay Service (NRS) and ask for 03 5272 5272 who can connect you with the grants team.

- TTY users can phone 13 36 77
- Speak & Listen (speech-to-speech) users can phone 1300 555 727
- SMS relay users can message 0423 677 767

Note: Area code must be included for each call.

For a full list of NRS call numbers, visit [National Relay Service call numbers](#).

OTHER LANGUAGES – TRANSLATION AND INTERPRETING SERVICE

Free phone interpreting service.



If you need an interpreter, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone the City of Greater Geelong on 03 5272 5272. Our business hours are 8.30am-5.00pm.

PAYMENT OF GRANTS

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

A tax invoice is required before we pay any grant funds. The Grants Team will contact successful grant applicants to arrange this.

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., 45%) from the grant payment.

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 your 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.

WITHDRAWAL OF FUNDING

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.

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 spend the grant funds within the agreed timeframes.

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

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