

THE CITY OF

GREATER GEELONG

# GEELONG SENIORS FESTIVAL PROGRAM



2021-22 GUIDELINES

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# About these grants

The Geelong Seniors Festival is the largest community celebration for seniors in regional Victoria. The festival is linked to the [City's Draft Positive Ageing Strategy](#).

The festival is an initiative designed by the Department of Human Services (DFFH) and partner to the Victorian Seniors Festival, running October 1 to 31 annually.

Festivals of the past have featured a huge variety of community hosted events and experiences including workshops, dances, concerts, sporting activities and tours.

The Seniors Festival 'Reimagined' recognises the 2021 is a special year once again.

Together with the DFFH Victorian Senior Festival directive, we will be encouraging a combination of both in person and online activities be planned for the 'Geelong Seniors Festival Reimagined' 2021.

Given this challenging context, DFFH have a host of activities that you can link to and draw ideas from, that they are delivering through their site <https://www.seniorsonline.vic.gov.au/festivalsandawards>

For 2021 only, we can offer a Seniors Festival grant of up to \$1000. To be eligible to receive more than **\$500** you must demonstrate how your activity will adapt to an online activity should COVID-19 requirements restrict public gatherings. The total grant pool is \$24,000.

Whilst considering what type of event your club/ group or organisation can run this year, reimagine how the event could take place, bringing the festival into our community's living room with online performances, storey-telling, music, zoom interviews or even training. This year's theme is 'Keep'n On'.

All activities must comply with the latest health advice and government restrictions, as detailed on the following websites:

- [www.dhhs.vic.gov.au/coronavirus](http://www.dhhs.vic.gov.au/coronavirus)
- [www.vic.gov.au/coronavirus-covid-19-restrictions-victoria](http://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria)

CATEGORY	WHAT WILL BE FUNDED/PROVIDED	MAXIMUM FUNDING PER APPLICANT
Geelong Seniors Festival Grant	<ul style="list-style-type: none"><li>• Activities that are online or in person.</li></ul> To be eligible to receive more than <b>\$500</b> you must demonstrate how your activity will adapt to an online activity should COVID-19 requirements restrict public gatherings.	\$1,000
Free Promotion	<ul style="list-style-type: none"><li>• Organisations that do not require funding but would like to hold an event during Seniors Month can be included in the Geelong Seniors Festival Reimagined Program of Events</li></ul>	In-kind (non-financial) contribution

Unfunded events are still required to complete the application form and meet the eligibility and type of event/activities criteria, to be included in the Seniors Month Program

The City of Greater Geelong will include event details in the Seniors Festival Program. This is published in the Geelong Advertiser leading up to October.

The program of events is published on the City's website as well as printed and distributed throughout the municipality

## Please Note:

- Limited Grants available. Only one application may be submitted from each community group or organisation.
- As it is a competitive process, not all applications will necessarily be funded. In some cases, applicants may also be offered partial funding to run a reduced or modified project.

## HOW TO APPLY

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

There are two ways to access the online application form.

1. Visit the [Community Grants page at the Geelong Australia website](#), select the grant program you wish to apply for from the list, click the 'Apply online' button that appears on the page, log-in or create an account  
or
2. Visit <https://geelong.smartygrants.com.au/applicant>, select 'current rounds' at the top right of the page, select the grant you 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. **Incomplete or late submissions of applications will not be accepted.**

**Applications close:**                      **Extended to 2 August 2021**

**Grant applications decided:**    **early Septmeber 2021**

## PERMITS AND APPROVALS

Events/activities must comply with Child Safe Standards. For more information about these standards, refer to :  
<https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/>

Some events/activities will require a permit to proceed. If you are organising a community event, please refer to our [Events Planning Guide](#) for further information.

**Note: Permits and approvals must be obtained before you submit your application.**

## CONTACT INFORMATION

For more information about Geelong Seniors Festival, please contact Tanya Hall [thall@geelongcity.vic.gov.au](mailto:thall@geelongcity.vic.gov.au) or phone 5272 4737.

For help with the application process, please contact our grants team at [communitygrants@geelongcity.vic.gov.au](mailto:communitygrants@geelongcity.vic.gov.au), or call our grants team on 5272 5039 or 5272 4736.

## 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 with some exceptions to suit the objectives of individual grants.

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 the senior's community	✓	
Services and organisations that are the responsibility of other levels of government or other Council Department.		X
Profit-making organisations, commercial entities, businesses		X
Individuals/Sole Traders		X
Schools and learning institutions for activities that are curriculum based or routinely occur within education programs		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

## 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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The following checklist is to help identify the types of events/activities that will be considered for funding and/or inclusion in the Geelong Seniors Festival Program.

- events/activities held in the City of Greater Geelong specifically for the Geelong Seniors Festival 2021 (1 to 31 October 2021)
- a one-off face to face or online event or activity that specifically targets the Geelong ageing population or over 55yrs.
- events/activities where the focus is social connection for Seniors over 55yrs who are socially isolated.
- events/activities that include or promote Healthy, Active and Socially Connected Ageing.
- events/activities that target older people who are keen to explore new interests and develop their networks.
- events themed 'Keep'n On'
- events/activities that are free or at reasonable cost and not be primarily for financial gain or commercial purpose
- demonstrated maximum involvement by senior members of the Geelong community in the activity/event.

Projects funded in previous years can be found at the [Geelong Australia website](#).

If you are unsure that your project is suitable, please contact a grants team member to discuss

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# What won't be funded?

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The following will not be funded through the City's 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

Additionally, the following items, activities or projects will not be supported by the Geelong Seniors Festival:

- events that are not focused on the older community
- events/activities not held during Geelong Seniors Festival – 1 to 31 October 2021
- capital works.
- requests for funding in excess of \$500 that do not provide a back-up plan, such as an online activity should COVID-19 requirements restrict public gatherings.

*\*Note: this also means that we will consider funding the costs of entertainers/service providers engaged as part of your event – if they can supply an ABN and written quote.*

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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 to 7 to determine their eligibility.
- Internal 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 panel’s recommendation and determine the outcome.

## ASSESSMENT CRITERIA

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

CATEGORY	
Key criteria – weighting	What we look for when assessing a project grant application
<b>Well-planned project – 30%</b>	Demonstration of: <ul style="list-style-type: none"><li>• the ability to comply with COVID-19 restrictions.</li><li>• a back-up plan, such as an online activity should COVID-19 requirements restrict public gatherings.</li><li>• where relevant, evidence of any, required permits and approvals should be provided.</li><li>• a clear, well balanced budget that details total project costs and all income sources relevant to the project including GST. Where relevant, written quotes/evidence of expenses should be provided.</li><li>• capacity of the applicant organisation to support delivery of the project.</li><li>• public Liability Insurance that covers October 2021 attached.</li></ul>
<b>Community impact – 60%</b>	Demonstration the event/activity: <ul style="list-style-type: none"><li>• aims to celebrate and promote social connectivity and healthy, active ageing that is diverse and inclusive in an equitable way.</li><li>• recognises Geelong’s Seniors over 55yrs, for their past and present contributions.</li><li>• maximises involvement by older adults in the local community.</li><li>• considers the provision suitable access for people with all abilities.</li></ul>
<b>Environmental impact – 10%</b>	Demonstration that: <ul style="list-style-type: none"><li>• the activity enhances sustainability and avoids negative impacts on the built and natural environment.</li><li>• consideration has been given to minimising the activity’s environmental footprint – including waste wise events.</li></ul>

## 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



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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

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.

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

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 on marketing and publicity material and include the City's official logo with the following wording: 'This project is supported by the City of Greater Geelong Community Grants.'

A logo will be supplied via email to successful applicants.

Applicants are advised to contact the City's Communication and Marketing team on 5272 4803 to arrange for approval of proofs of all marketing materials before production.

Unauthorised use of the City of Greater Geelong logo or inappropriate attribution may result in the Funded Applicant being ineligible to apply for further grants.

## 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 Milestone Progress Report 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.

## **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.