



# SENIORS FESTIVAL DIVERSITY GRANTS

## 2024 FUNDING GUIDELINES

EXPLORE.  
ENGAGE.  
EVOLVE.



Festival Partner

**Victorian  
Seniors  
Festival  
2024**





# GOVERNANCE AND STRUCTURE

## Introduction

The Victorian Seniors Festival is a major state-wide festival for and involving seniors, that runs from 1 - 31 October every year with events happening across Victoria. This year the Seniors Festival has a dedicated focus on supporting festival events to be even more inclusive and welcoming of everyone. The theme this year encourages us to stay curious and connected:

### **EXPLORE. ENGAGE. EVOLVE.**

The Victorian Seniors Festival is a time to celebrate the experience and knowledge that ALL Victorians contribute to our community, and recognise and value older people from ALL backgrounds.

This document will assist community groups, organisations and businesses to prepare an application for the Moira Shire Council's Seniors Festival Diversity Grants.

Council is seeking community organisations or businesses who are interested in hosting Seniors Festival events or activities in the month of October 2024. The types of activities may include, but are not limited to; music concerts, dances, information sessions, walking tours, movies, visual and/or performing art workshops or displays.

Eligible groups, organisations or businesses can apply for a grant of up to \$1,000\* to host a single event or a number of events or activities throughout October 2024.

\* Council retains the right to vary the amounts granted.







# GOVERNANCE AND STRUCTURE

## Program Owner

The Seniors Festival Diversity Grants are funded by the Department of Families, Fairness and Housing and managed through Council's Community Wellbeing department.


## Target Groups

Council is seeking community groups, organisations or businesses looking to host free or low-cost event/s during October 2024 to celebrate older Victorians; specifically aimed at engaging and celebrating senior members from diverse communities. This may be a celebration of older persons with disability, First Nations Elders, veterans, seniors from multicultural or multi-faith communities, LGBTI+ seniors, and older men who are vulnerable, socially isolated or disengaged.

## Overall Purpose

Funding of up to \$1,000 per group / organisation / business will be allocated to those successful applicants committed to hosting events and activities that ensure everybody who is over 60 years and 50 for First Nations Elders, have an opportunity to be included and safe when celebrating all that it means to be a senior member of the Moira Shire community.

The Seniors Festival aims to support programs and organisations which address social inequity, promote social inclusion, embrace diversity, and establish environments that are supportive of all people regardless of gender, identity, age, disability, culture, religion and sexual orientation.







# GOVERNANCE AND STRUCTURE

## Funding Timeline

Applicants can apply through the Council's online SmartyGrants portal.


**Applications will be assessed as they are submitted. The total funding available is limited. The round will be closed once the funding allocation has been exhausted.**

Before applying, applicants must read and understand the program funding guidelines and are strongly encouraged to discuss their project with a Council Officer from the Community Wellbeing department before applying.

Successful applicants who receive funding towards Seniors Festival Diversity events or activities must have completed their project by 31 October 2024.

## Grant Aims

The Seniors Festival Diversity Grants align with the Moira Shire Community Vision 2035 to have 'healthy, connected communities' and give the people of Moira Shire an opportunity to deliver a wide variety of events and activities specifically aimed at recognising, celebrating and welcoming senior members from diverse backgrounds and communities, as outlined in the Target Groups section of this document:

- Older persons with disability
  - First Nations Elders
  - Veterans
  - Seniors from multicultural or multi-faith communities
  - LGBTI+ seniors
  - Older men who are vulnerable, socially isolate or disengaged
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# GOVERNANCE AND STRUCTURE

## Eligibility

For community groups, organisations or businesses to be eligible for Seniors Festival Diversity Grants they must:

- Not already receive funding through Council to host seniors events.
  - Be committed to providing direct benefits to residents in Moira Shire. Please note, Council may consider funding events held outside of Moira Shire, particularly in the two cross border communities of Cobram-Barooga and Yarrawonga-Mulwala, where participation of Moira Shire residents can be demonstrated.
  - Be an incorporated not-for-profit community organisation with open membership to residents in Moira Shire or be a business that is not making a profit by running the event or activity.
  - Have an Australian Business Number (ABN) or have a community organisation / business who is willing to the application and accept responsibility for the administration of the grant.
  - Hold adequate public liability insurance to cover the event or activity as applicable (a current copy must be provided to Council).
  - Not have their own grant giving program or fundraising program that provides money to finance other organisations community initiatives. Some exclusions may apply.
  - Have satisfactorily accounted to Council for the expenditure of any previous Council grants, or if these are pending have no cause of concern regarding capacity to fully acquit.
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# GOVERNANCE AND STRUCTURE

## Eligibility continued

- Comply with all relevant Local Laws, Australian and Victorian legislation, including but not limited to:
    - Equal opportunity and anti-discrimination laws;
    - Human rights;
    - Disability;
    - Child Safety;
    - Occupational Health and Safety;
    - Privacy, confidentiality and freedom of information;
    - Registration or accreditation of professional employees;
    - Accounting and auditing requirements;
    - Preparation and dissemination of annual reports.
  - Have relevant management plans in place, including Risk, Project, Event and Traffic plans. Note: Grantees shall ensure that events on or adjacent to arterial roads have traffic management plans approved by Department of Transport and Planning.
  - Comply with all Council permit requirements and guidelines.
  - Meet the Grant Aims, engaging with one or more of the defined Target Groups.
  - Use all funds by 31 October 2024. Acquit funds by Friday 15 November 2024.
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# GOVERNANCE AND STRUCTURE

## Funding Exclusions

The following will not be funded:

- Individuals.
  - Requests that are considered by Council to be the funding responsibility of other levels of Government (State or Federal government agencies).
  - Community groups, organisations or businesses that: do not support diversity, tolerance and inclusivity within the community.
  - Are in debt to Council and are not meeting the agreed repayment arrangements.
  - Receive direct income from electronic gaming machines.
  - Organisations or businesses that have been non-compliant with Local Laws and or State or Federal legislation over the preceding year.
  - Events or Activities that:
    - Have demonstrated self-sufficiency by running at a profit.
    - Have been, or are being, funded by other parts of Council.
    - Have already started, commenced advertising or have been completed (no retrospective funding).
    - May involve Council in potentially controversial issues or expose Council to adverse criticism.
    - Are a clear duplication of existing services.
    - Are not open to the wider community.
    - Are for interstate or overseas travel.
    - Are for operational expenses.
    - Are for funding of prizes, sponsorships, donations or gifts.
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# GOVERNANCE AND STRUCTURE

## Funding Exclusions continued

- Events or Activities that:
  - Will have a negative impact on the environment.
  - Are not in the Moira Shire boundary. Please note, Council may consider funding events held outside of Moira Shire, particularly in the two cross-border communities of Cobram-Barooga and Yarrawonga-Mulwala, where participation of Moira Shire residents can be demonstrated.
- Events or activities that are deemed high risk.
- Operational costs, staffing and outgoings.
- Organisations that have previously failed to complete projects funded by Council.

All applicants must complete the online application form and supply requested supporting documentation.


## Promotion

The program will be promoted via the following methods:

- Council website: [www.moira.vic.gov.au](http://www.moira.vic.gov.au).
- Moira Shire Council Facebook page.
- Media releases and advertisements in local papers.
- Council may use other methods to advertise the program.

## SmartyGrants

Smarty Grants is an online grant administration system. It provides an easy way for grant applicants to complete their application form online. Some of the features of Smarty Grants are:

- You can save your progress and return to complete your application at a later time or date.
  - Your application is stored online, therefore there is nothing for you to save to your own computer and; you can be certain that the grant maker has received your application when you submit.
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# APPLICATION PROCESS

## Application Process

Eligible community organisations or businesses can apply for a grant by completing an online application form via Smarty Grants. The website is <https://manage.smartygrants.com.au>.

If you are a first time user of Smarty Grants you will need to register.

We suggest you use an organisational email address to register to ensure all your grant applications are in one place and can be accessed over time by relevant committee members.

## Application Support

It is important to Council that applicants are able to submit a well thought through and well developed application that answers all compliance questions, addresses all criteria and provides the evidence and support documentation required.

If you are after some further guidance on how to complete an application form, Council offer one on one sessions to assist. Please contact the Community Wellbeing department on 5871 9222 to book an appointment.

Local libraries and Community Houses are able to provide access to a computer and internet for grant applicants to work on their applications. Staff can also provide applicant assistance if required (by appointment only). Please contact the service to make an appointment if you are interested.







# APPLICATION PROCESS

## Library and Community House Details

Library details are as below:

Tel: 1300 374 765

### **Cobram Library**

14 Punt Road, Cobram

### **Yarrawonga Library**

26-30 Belmore Street, Yarrawonga

### **Nathalia Library**

75 Blake Street, Nathalia

### **Numurkah Library**

Cnr Quinn & McCaskill Street, Numurkah

### **Cobram Community House**

43 Punt Road, Cobram

Tel: 5872 2224

### **Yarrawonga Neighbourhood House**

1 Hargrave Court, Yarrawonga

Tel: 5744 3911

### **Nathalia Community House**


17 Harcourt Street, Nathalia

Tel: 5866 2449

### **Numurkah Community Learning Centre**

99 Melville Street, Numurkah

Tel: 5862 2249





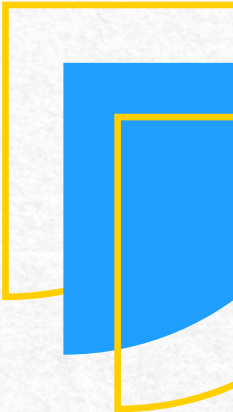



# APPLICATION PROCESS

## Application General Conditions

The following information is designed to guide applicants in preparing and submitting their applications.

Adhering to these conditions is compulsory. Please read carefully, as failure to comply with these conditions may have a negative impact on the assessment of the application.

- Applications must be made via SmartyGrants.
  - Funded events or activities must be specific and have a defined operating period. Funding cannot be used for any other purpose without prior consultation and agreement by Council.
  - Applicants must indicate all other sources of funding they have sought and/or received in relation to the event or activity in their application.
  - Applicants that receive a grant must sign the Terms and Conditions of Grant before they are eligible to receive the allocated funds.
  - A Completion Report (including all receipts for money expended) must be submitted at the completion of the event or activity.
  - Seniors Festival Diversity Grants are made on the basis of a one off payment and no ongoing commitment by Council is implied.
  - Grant monies must be accounted for separately within the organisations records and any unspent funds must be returned to Council.
  - Applications must be supported by relevant permits, licenses and insurance (include a copy of current Public Liability Insurance to the value of \$20 million.).
  - Applications must demonstrate how the funds will contribute to the Seniors Festival Diversity event or activity.
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# APPLICATION PROCESS

## Application General Conditions continued

- Applications should consider giving priority to local suppliers for delivery of their project.
  - Applications that include the use of local suppliers will be given a higher priority for selection.
  - Council will look favorably at applications which show consideration for availability of water, shade and healthy food and drink choices at events along with smoke and alcohol-free zones and provision of sustainable and recyclable materials.
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# AWARDING GRANTS

## Assessment

The Assessment Panel will conduct the initial assessment of the grant applications. The allocation of grant funding is not guaranteed and will depend upon how well applications meet the aims of the program, the number and quality of applications received, funds held by the community groups or organisations, and the amount available in Councils budget.

Your application will be assessed by a panel of Council Officers with representation from across the organisation. In its assessment, the Panel will consider how the application meets/responds to the following:

- How well the project/event aligns to the aims of the Seniors Festival Diversity Grants.
- How the proposed project/event meet the needs of the Moira Shire community.
- Who will benefit from the proposed project/event.
- How the organisation will manage the project/event and considered risks.
- How well the budget and required quotes are demonstrated.

**Applications will be assessed as they are submitted. The total funding available is limited. The round will be closed once the funding allocation has been exhausted.** The panel's recommendation will be presented to Council's Manager Community Wellbeing who will consider the recommended funding allocations and make a decision.

Council reserves the right to offer less funding than requested, if it believes that the project or event can still proceed with a greater contribution from the applicant. Applicant's ability to contribute, equity and other funding opportunities are also taken into consideration during the assessment of applications.







# AWARDING GRANTS

## Notification Process

Notification of successful and unsuccessful applications will occur within 2 weeks of the application receipt.

Successful applicants will be notified by:

- Email notification via Smarty Grants.

Unsuccessful applicants will be notified by:

- Initial email via Smarty Grants including details of Contact Officer to discuss the application and provide feedback.







# MANAGING GRANTS

## Funding Contract

Successful applicants will be required to enter a Funding Contract with Council by completing Terms and Conditions, Completion Report and any other requested documentation.


## Payment Arrangements

The payment process for the Grants program is as follows:

- Payments are made by Council on receipt of the completed Terms and Conditions and Appendices.
- Payments will be made electronically.

## Application of GST to Funding

The imposition of the Goods and Services Tax (GST) applies to some funding submissions. In order for Council to comply, the following approach will be taken so that no applicant will be worse off:

- Successful applicants must have an Australian Business Number (ABN) to apply or be led by a group / organisation that has an ABN.
  - Applicants who are registered for GST must provide their GST details. Applicants that have applied for an ABN or for GST registration but have not yet received confirmation must state so on the form. Successful applicants will be required to provide completed details before funding can be paid.
  - The Council will determine if the funding is considered a taxable supply for GST purposes and add GST to the funding if those conditions (set by the ATO) are met.
  - If GST is added to the funding submission, applicants that are registered for GST will be required to report the funding on their BAS statement. Applicants that are not registered for GST will not be required to take any further action.
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# MANAGING GRANTS

## Terms and Conditions of Grant

If successful in this funding round, applicants will be subject to the following conditions:


- The Grant must be used solely for the project and/or event as detailed in the Application Form. The Grant will be paid in full when Council receives all of the required documentation.
  - The Completion Report must be signed off by Council.
  - The Grantee shall satisfactorily complete the project and/or event by the date nominated in the Terms and Conditions signed by successful applicants.
  - The Grantee must ensure that Moira Shire's contribution to the project and/or event is acknowledged on promotional materials, media reports and/or by appropriate signage.
  - The Grant recipient must advise Council immediately if the project and/or event is terminated. If a termination occurs, Council will request the refund of whole or part of the Grant previously paid to the Grantee.
  - The Grantee shall advise Council if the project and/or event is completed for less than the project and/or event total cost as set out in the Application Form. In such cases the Grant may be reduced on a pro rata basis.
  - Upon reasonable notice, the Grantee shall permit a Council Officer access to accounting records relating to the project and/or event and where relevant, to inspect any project and/or event site, works and/or equipment.
  - Any variations to the conditions of the Grant (as detailed in the Application Form) must be in writing and signed by both parties. Variations are subject to approval by Council. Council reserves the right to deny any variations.
  - The Grantee shall engage where and when required, suitably qualified trades persons to complete works requiring certification.
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# MANAGING GRANTS

## Terms and Conditions of Grant continued

- If any Grant conditions are breached, or if Council is of the reasonable opinion that the project and/or event is not proceeding satisfactorily, Council may withhold payment to be made under this Grant and/or require the repayment to Council of the amount determined.
  - Council reserves the right to publicise the benefits accruing as a result of the provision of this Grant.
  - Council has the right to issue a mutually agreed media release regarding the project and/or event. Council must include the name of the Grantee and the amount of the Grant in its annual report. The Grantee shall comply with all Acts and Legislation inclusive of but not restricted to:
    - Equal Employment Opportunity and anti-discrimination;
    - Human rights;
    - Disability;
    - Child Safety;
    - Occupational Health & Safety;
    - Privacy, confidentiality and freedom of information;
    - Registration or accreditation of professional employees;
    - Accounting and auditing requirements;
    - Preparation and dissemination of annual reports.
  - The Grantee shall ensure that their funded project and/or event and all contractors/employees have appropriate insurance coverage.
  - The Grantee must obtain any necessary permits (for example – building, planning) and thereafter comply with the requirements of such permits.
  - Should the Grantee not commence the project and/or event by the nominated date in the returned Terms and Conditions document, the Grant may be terminated at the discretion of Council and the funds requested to be returned to Council.
  - The Grantee will sign and return the Terms and Conditions document by the date nominated.
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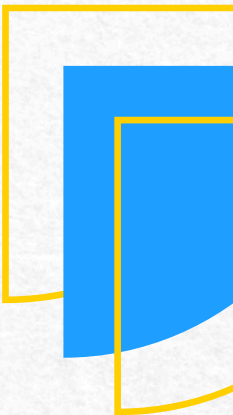
# REVIEW AND EVALUATION

## Reporting and Monitoring

Completion Reports are to be submitted as per the time frames listed in the Terms and Conditions.

All reports will need to be signed off by the Project Applicant and Council.

All successful applicants will be required to report back to Council when the project is completed:

- All projects must be completed and acquitted by Friday 15 November 2024.
  - A summary of the project including your feedback on the things that went well and also the things that you have learnt from the project.
  - An expenditure statement must be completed together with receipts attached.
  - Copies of promotional materials, photographs or video for the purpose of promoting the grants scheme through Council publications and website.
  - Any unspent part of the approved funds must be returned to Council by the end of the financial year in which they were approved.
  - A group that fails to complete their acquittal documents is ineligible to apply for future funding with Council until their acquittal is completed and reviewed.
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## Feedback

In order to continually improve the manner of grant allocation, feedback from the community regarding the program, timing and targeting of these grants is encouraged.

Any comments regarding these matters should be directed to:  
Manager Community Wellbeing Moira Shire Council

PO Box 578

COBRAM VIC 3644

or via email [grants@moira.vic.gov.au](mailto:grants@moira.vic.gov.au)

