

Seniors Club Grants

2022 Guidelines



Purpose

Grant applications to a maximum of \$1,500 will be considered.

These grants are designed to support projects and activities that help seniors clubs reconnect with existing members and to reach new members.

Projects and activities should strengthen seniors groups' organizational capacity, encourage and improve social connection, participation and engagement of members and ensure groups remain vibrant and inclusive and meet the needs of older people in Banyule.

\$15,000 available

Open 6 April 2022

Close 15 May 2022

Examples may include assisting members with transport to attend the group, hosting open days or other events to attract new members, promotion of group activities, or use of technological devices or approaches to connect or educate members.

Guidelines

All applicants are required to read the guidelines and discuss their proposal with a council officer before starting a submission.

To discuss your application, or receive more information please contact Kim Phu on 9049 3388.

The guidelines provided are for the Seniors Club Grants. Please see our website for details on other grant funding available at: banyule.vic.gov.au/Grants

Key dates

Late applications will not be accepted.

- 1. Applications open:**
6 April 2022
- 2. Applications close:**
15 May 2022
- 3. Assessment period:**
16 May - 3 June 2022
- 4. Outcome notification:**
10 June 2022
- 5. Invoices due**
26 June 2022
- 6. Acquittal for all categories due**
30 June 2023

Eligibility

Not for Profit community groups and organisations that:

- Provide support, programs or services specifically and solely for people over the age of 55 in the City of Banyule (where the applicant is located outside the municipal borders, Banyule residents should be the major beneficiaries)
- Have been established and operational for a minimum of 12 months
- Are incorporated or have appropriate auspice support.

Fall into one of the following groups:

- A legally constituted not for profit entity
- A Charity or Benevolent Trust
- A Public Company (not for profit)
- Have an ABN or be willing to complete a "Statement by Supplier"
- Hold Public Liability Insurance.

Who can not apply?

- Individuals
- Groups with outstanding grant acquittals. All previous grants from Banyule City Council, where the acquittal is due prior to the closing of the current funding round, must be acquitted to a satisfactory standard. Unacquitted, or insufficiently/unsatisfactorily acquitted grants will deem the application ineligible.
- Groups with outstanding debts to Council and groups operating with a deficit.

What Council will not fund:

- The core business of educational, religious or medical or political organisations.
- Projects which are the responsibility of another funding body or level of government
- Uniforms, prizes, trophies, scholarships, donations, sponsorships or gifts.
- Applications seeking retrospective funding

- Equipment that does not remain the property of the community group or club
- Recurrent operational expenses (including utilities such as gas, water and electricity)
- Costs related to project management, delivery or auspicing fees
- Fundraising
- Projects where the group/organisation has received full funding for the same project from another source
- Projects that require ongoing financial support from Council.
- Projects run solely for private or commercial purposes.

Applications

Grant applications are made online by completing an application form through Smarty Grants. To complete your application, you will need access to the internet and an email address (preferable the email address for the group you are applying on behalf of, not a personal email)

Please visit banyule.smartygrants.com.au to view the current grant rounds and to start an application.

Applicants will receive an email from Smarty Grants with a copy of the application attached once the application has been successfully submitted.

Quotes:

- Applicants are required to supply at least one quote/estimate of expense in support of their application
- Quotes can be written, scanned images from catalogues or on-line stores, or a screenshot from a website.
- All quotes need to clearly show the supplier/ company name and contact details.

- All quotes need to be itemised and clearly show details of the cost of each individual item, labour charges or aspect of the project.
- Quotes should be current (not more than 6 months old)
- Council recommends that any equipment purchased with grant funds should meet Australian Standards.

Financial information:

- A current detailed profit and loss statement, audited financial statement or the financial statement presented at your AGM must be provided with the application.
- Bank statements are not appropriate and should not be submitted.
- If the group has substantial funds in their operating account or has savings or term deposits, the group should clearly explain what the funds are set aside for. Groups with substantial funds in bank accounts who do not provide an explanation as to what the money is allocated for will be considered a lower priority.
- The application should demonstrate why the project/equipment purchase cannot be completed with existing funds.
- Applicants need to demonstrate that they are in a sound financial position therefore groups operating with a deficit are not eligible for funding.

Auspicings:

Unincorporated groups will require the support of an incorporated entity to auspice their grant. If your application is to be auspicied by another organisation, all insurance, incorporation and ABN information of the auspicings group must be provided as well as a letter from the auspice organisation on letterhead stating their support for the application.

Assessment and decision making

Council has a Conflict of Interest declaration which all parties involved in the assessment process must complete to ensure any interests are declared prior to the assessment of grants commencing.

There are 3 stages in the assessment process

- Eligibility check
- Officer review and comments
- Grants Panel allocations.

Approval of applications are made against the following key criteria:

- Value for money
- Likelihood of success
- Benefit to the Banyule community

Due to limited funds, not all eligible applications can be funded.

Notification of grant outcomes are made within 4 weeks of the closing date for the round.

Grant agreement

Successful grant applicants will be required to sign a grant agreement.

The applicant is signing on behalf of the group/organisation and by doing so is agreeing that the group/organisation is fully aware of the application and the conditions associated with the grant been awarded.

Any requests for variations to the purpose, scope or spend of the grant must be made in writing and are subject to Council approval.

Acquittal

Successful grant applicants will be required to submit an acquittal on completion of the project

- To successfully acquit your grant, you will be required to submit receipts accounting for your expenditure.
- Receipts must list items purchased/works completed, detailing the cost per item, and the total cost. All receipts should reflect the expenditure approved and align with the grant budget or letter of offer.
- Invoices and bank transfer statements cannot be accepted as proof of purchase.
- Failure to acquit the grant satisfactorily will be considered a breach.
- A breach may result in requests for grant money to be returned to Council and exclude the group from future grant rounds.

Help for applicants

For help or for more information regarding the grants round please contact Kim Phu on 9049 3388.

If your hearing or speech is impaired, you can call us through the National Relay Service on 133 677 (TTY) or 1300 555 727 ordinary handset and ask for 9490 4222.

If you need an interpreter, please contact TIS National on 131 450 and ask to be connected to Banyule City Council on 9490 4222.

Banyule City Council is committed to our grants process being open and accessible to everyone. If you are facing barriers to applying due to the submission process, please contact Banyule City Council to discuss how we may be able to support you.