

Banyule Age Friendly Grants

2023 – 2024 Guidelines



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Purpose

Council is committed to developing and fostering a healthy and resilient community. This is achieved through partnering with local community groups, organisations, and individuals to support the delivery of community-based services, programs, projects, and events that involve and benefit the community of Banyule.

One of the ways Council supports these initiatives is through the Banyule Grants Program which is designed to strengthen and support the Banyule community. Each year Council run various grant programs to help local community groups, individuals and organisations deliver projects that will make Banyule a better place to live.

Please visit <https://www.banyule.vic.gov.au/About-us/Grants-programs> for information about Council grants.

The Age Friendly Grants are designed to support projects and activities that:

- Promote the health and wellbeing of older persons through initiatives that promote independence and support social connection.
- Provide opportunities to increase participation for older people from diverse backgrounds in age friendly initiatives within the Banyule community.
- Host activities during Banyule's annual Seniors Festival in October 2024.

To discuss your application or to receive more information, please contact Paula Ferronato on 9049 3388.

Age Friendly Grant Pool & Grant Categories

Banyule City Council's Age Friendly Grant pool provides up to \$15,000 per year to not for profit community groups to support the valuable programs, activities, and services they provide for older adults in the Banyule community.

There are 3 categories for the 2023 – 2024 funding round.

- New and Emerging Seniors Club/Group
- Seniors Festival Events
- Community Connection Projects

You can only apply in one category. The maximum grant available is \$1500.

1. New & Emerging Seniors Group/Club

This grant program provides funding to new and emerging seniors clubs/groups to help cover the cost of:

- Public liability insurance
- Venue hire
- Equipment
- Local social events and activities
- Incorporation/establishment costs

2. Seniors Festival Events

This grant program provides funding for the planning and delivery of events and activities for the Victorian Seniors Festival. Events and activities must be held during the month of October 2024 with the aim of promoting healthy and active living for older people in the Banyule community.

Seniors Festival events should focus on providing fun and good times with opportunities to participate in events and activities for free or low costs.

The Age Friendly Grant Assessment Panel will give priority to events and/or activities that celebrate and acknowledge older persons in Banyule. This could include, but is not limited to:

- Arts or cultural activities
- Health and fitness activities
- Community luncheons
- Information sessions
- Open days

Examples may include concerts, movies, exhibitions, come and try activities, trivia afternoons, literary events etc.

3. Community Connection Projects

This grant program provides funding for projects and activities that:

- Demonstrate lasting benefit to older residents of the Banyule community.
- Provide activities and events based upon an identified need.
- Encourage and improve social connections.
- Increase participation opportunities, building on principles of equity, diversity, access, and inclusion.

Examples may include assisting members with transport to attend the group, hosting introductory events to attract new members, support and/or promote group activities, or use of technology to help connect or educate members.

Please note: Equipment is not eligible for funding in this category. Grants for equipment can be sought through the Monthly Equipment Grant program or the Community Grants Program- see Councils website for details.

What won't be funded

- Equipment that does not remain the property of the applicant. *(You can only apply for equipment in the New and Emerging Seniors Club/Group category).*
- Recurrent operational expenses *(Except for category 1. New and Emerging Seniors Club/Group).*
- Projects on government/Council owned land, parks, and open space unless there is a license agreement in place with the applicant.
- Day Trips.
- Project management or auspicing fees.
- Requests that are the responsibility of another funding body or level of government.
- Uniforms, prizes, trophies, scholarships, donations, fundraising, sponsorships, or gifts.
- Applicants seeking retrospective funding *(Except for category 1. New and Emerging Seniors Club/Group).*
- Payments to professional grant writers.

Key Dates

Grant round opens	9.00am Wednesday 20 March 2024
Grant round closes	Midnight on Wednesday 1 May 2024
Contact with grant officer	By Wednesday 24th April 2024
Applicants advised of outcome	Week of 10 June
Acquittal due	1 May 2025 for Category 1 & 3 31st December 2024 for Category 2

Eligibility

Applicants must satisfy one of the following requirements to be eligible for the Age Friendly Grant. Applicants must be:

- An incorporated association
- An auspiced not for profit community group
- A Public Company limited by guarantee (not-for-profit)
- A Charity or Benevolent Trust

Applicants also need to:

- Have a formal structure including office bearers and a bank account.
- provide support, programs, or services specifically for people over the age of 60 in the City of Banyule. Where the applicant is located outside municipal borders, Banyule residents must be the major beneficiaries.
- Have been established and operational for a minimum of 12 months. *(Except for category 1: New and Emerging Seniors Club/Group).*
- Provide an ABN or an auspice ABN or be willing to complete a "Statement by Supplier".
- Hold Public Liability Insurance up to \$20,000,000 at the time of commencement and throughout the project. *(Except for category 1: New and Emerging Seniors Club/Group).*
- Supply a financial statement for the group.

Who is not eligible to apply

- Individuals
- Educational and religious organisations unless the project responds to an identified community need and provides wider community benefit. Projects cannot be curriculum based or totally student/congregation focused.
- Groups who undertake or promote gambling.
- Political organisations.
- Groups seeking support or assistance from Councillors in their application.
- Groups with outstanding grant acquittals. All previous grants from Banyule Council where the acquittal is due prior to the closing of the grant round you are applying for, must be acquitted to a satisfactory standard. Unacquitted or insufficiently/unsatisfactorily acquitted grants will deem the application ineligible.
- Groups with outstanding debt to Council.
- Groups operating with a deficit.

The application process

Grant applications are made online by completing an application form on the SmartyGrants platform. There are separate links to SmartyGrants for each Banyule Grants Program funding round.

Visit www.banyule.smartygrants.com.au to view the current grant rounds and guidelines.

If you do not have an account set up with SmartyGrants you will need to register. To do this you will have to provide an email address and create a password. Please use the email address for the group you are applying on behalf of, not a personal email.

If you have an existing SmartyGrants account, please use the same email and password. If you have forgotten your password, please click on "forgotten password" and a link to create a new password will be sent to your email address.

Please register for SmartyGrants and open a new application as soon as possible. This way you will receive communications and reminders from Council which are sent out to all active applicants. You can save and return to your application at any time prior to submission.

Once submitted, applicants can request to have their application reopened to update or submit further information if the request is made prior to the grant round closing date. Once the grant round closes, no further changes are possible.

All requested documentation in support of the application needs to be submitted with your application on SmartyGrants. Council staff are unable to attach this information for you.

The online system does not accept incomplete applications. All fields marked with an * must be completed.

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

More information about submitting an application through SmartyGrants can be found here:

<https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

Contact with Council

All applicants must contact a Council officer to discuss their proposal prior to submission. Council officers may be able to assist with developing your idea, helping you to plan your project or activity or advising you on eligibility conditions for the grants.

Contact with council officers should be made no later than 24 April 2024 (1 week before the closing date) to allow sufficient time for finalisation of your application. Earlier contact is preferred.

Budget

You will need to submit a clear, balance budget that shows total income equals total expenditure. The budget must describe and show the total cost of the project and list any additional funding sources and in-kind support that will contribute to the total project income.

Documents required in support of your application

Quotes

- Applicants are required to supply quotes in support of their application. The number of quotes required may vary for each category. (Please check the application form).
- Where 2 quotes are required, these should be from different suppliers. If equipment/services can only be obtained from a specialist supplier and 2 quotes cannot be submitted, the applicant must provide a statement/evidence that no other suppliers are appropriate/acceptable.
- 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.
- Quotes should be current (not more than 6 months old).
- Where it is not possible to provide a formal quote, an estimate of expense should be submitted.
- Council recommends that any equipment purchased with grant funds should meet Australian Standards.
- Council encourages applicants to purchase from a local supplier where practicable.

Financial information for the applicant

- A current 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 applicant has substantial funds in their operating account or has savings or term deposits, an explanation as to what the funds are set aside for must be provided. If this information is not provided, the application will be considered a lower priority.
- The application should demonstrate why the project 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.

Auspicing

Unincorporated groups will require the support of an incorporated entity to auspice their grant application.

Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation.

Examples of an auspice include:

- A peak body or governing association of your field
- A community organisation you have previously worked or partnered with
- Organisations with a similar mission or purpose
- Local neighbourhood houses

If the application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project. The auspice organisation is responsible for the effective acquittal of the grant.

If your application is to be auspiced by another organisation, all insurance, incorporation, and ABN information of the auspicating group must be provided in your application. A letter from the auspice organisation on letterhead stating their support for the application is also required.

*Auspice organisations may also apply for funding in their own right. Acting as an auspice for an unincorporated group will not affect the auspice group's opportunity for success with its own grant application

Multiple applications

Applicants can only apply for one category in the Age Friendly Grants round.

Age Friendly Grant applicants are eligible to apply in other Banyule Council grant streams.

Organisations that are auspicating an application may apply for their own projects.

Organisations may auspice more than one 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 4 stages in the assessment process:

Stage	Who
Eligibility Check	Community Connections Officer
Officer review and comment	Specialist Council officers with knowledge of the sector or population group
Grants Panel review	Banyule Council senior officers
Panel recommendation	Approved under the delegation of the Director Community Wellbeing

Approval of applications is based on scoring against the assessment criteria below:

- likelihood of success
- benefits to the Banyule community
- value for money

Each panel member will independently review applications, score according to the criteria below and provide a score out of 100.

Table 1 | Assessment criteria

Key criteria	What we look for when assessing a grant application	Score
Well-planned project	<p>The application should demonstrate the Likelihood of success by providing:</p> <ul style="list-style-type: none"> • a clear description of the project. • information on the group’s ability to deliver the project within the timeframes including the required capacity, experience, and skills. • information on how the project will be managed. • an explanation as to why the project cannot be self-funded. • information on existing networks and/or resources that can support the delivery and success of the project • information on any confirmed partnerships in place to support the delivery of the project. 	40
Community impact	<p>The application should demonstrate the Benefit to the Banyule Community by providing the following information:</p> <ul style="list-style-type: none"> • a clear description of the community need, issue or opportunity that your project is responding to. • an indication of the number of Banyule Residents that will benefit from the project. • who the intended beneficiaries/participants are? • what the project hopes to achieve- what will the intended beneficiaries/participants gain from being involved in the project (i.e. social connections/sense of belonging, wellbeing, new skills or knowledge, new experiences). • how will you ensure your project is inclusive and accessible for those who wish to participate? • any longer-term impacts of the project beyond the life of this grant. 	40
Clear budget	<p>The application must demonstrate Value for money by providing:</p> <ul style="list-style-type: none"> • a clear, balanced budget that shows total income equals total expenditure. The budget must describe and show the total cost of the project and list any additional funding sources and in-kind assistance that will contribute to the total project income. • suitable supporting evidence in the form of quotes or estimates of expense for all expenditure items. • accurate costings. The amount requested is reasonable and will allow for completion of the project. 	20
		<p>Total 100</p>

As grants are a competitive process, not all applications will necessarily be funded even if they are eligible.

If the total request for funding exceeds the available grant pool, priority for funding may be given to applicants that did not receive an Age Friendly Grant in the 2022 – 2023 financial year.

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

Grant agreement

Successful grant applicants will be required to submit a grant agreement. The grant agreement is submitted by the group/organisation to acknowledge that they are fully aware of the application and the conditions associated with the grant been awarded.

The applicant agrees to:

- use the funds for the purposes outlined in the grant application and/or as detailed in the letter of offer advising of the success of the application.
- submit an acquittal on completion of the project including receipts for expenditure.
- apply for variations to the original purpose, scope or spend of the grant by lodging a variation request online via SmartyGrants. These requests are subject to Council approval.
- return any unexpended grant funds to Council if a project is discontinued or the grant funds are no longer required.
- comply with all statutory legal and insurance obligations.

Variations

Requests for variations to the purpose, expenditure or end date for the approved project must be submitted online. Contact should be made with Council to discuss the reason for the variation and to request a form to be added to the application on Smartygrants. Once submitted the request will be reviewed and the outcome will be advised via email. The project should not proceed until the group has been formally notified of the outcome of the variation request.

Acquittal

The acquittal is to be submitted online at <https://banyule.smartygrants.com.au> and must detail how the grant funds were spent.

To successfully acquit your grant, you will be required to submit receipts or an invoice showing a zero balance owing, accounting for your expenditure.

Receipts must list items purchased, 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.

Unpaid invoices, copies of online orders 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 funding to be returned to Council and exclude the group from future grant rounds.

Acknowledgement of Council

Grant recipients are required to acknowledge the contribution of Banyule City Council to the project by including reference to it in publications and annual reports and by including the words "supported by a Banyule City Council Grant" or Council's logo in any promotional material.

Help for applicants

Banyule City Council is committed to our grants process being open and accessible to everyone. To this end we should like to offer the following access options. Please contact us on the numbers and/or email addresses below if you would like any of the following:

- if you need a print copy of these guidelines or printed copy in large print.
- if you need to discuss these guidelines by phone.
- if you need these guidelines in a captioned video format.
- if you need to discuss these guidelines with using the services of an Auslan interpreter.
- 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.
- If you need support to complete the application form online due to access issues or you have difficulty using technology.

If you are facing barriers to applying due to the submission process and would like to discuss these options or any other ways in which we can help, please contact Kim Phu or Catherine Corbett to discuss how we may be able to support you.

Who to contact

For more information about the Age Friendly Grant round please contact:

Paula Ferronato on 9049 3388 or paula.ferronato@banyule.vic.gov.au

If you experience technical issues with the SmartyGrants system, please contact them directly on service@smartygrants.com.au or by phone on (03) 9320 6888.

Appendix 1 – Definitions

ABN (Australian Business Number): The Australian Business Number is a number used to identify a business or organisation for tax and Australian Government purposes. An ABN for the organisation or for the Auspice organisation must be provided in the grant application.

Acquittal report: An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the Funding Agreement. An acquittal report usually consists of a written report that summarises project outcomes in relation to project objectives. Grant recipients will be required to provide a financial statement detailing how the funds were spent. The financial statement must include a detailed budget breakdown.

Auspice: Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant.

Conflict of Interest: A conflict of interest occurs if a member of the Assessment Panel has something to personally gain from the grant application. It also extends to providing family and close friends with preference.

Grant agreement: A Grant Agreement is a formal document stating the purpose of the funding, the financial amount, and the conditions attached to the grant. It also defines the rights and responsibilities of the grant recipient and Council. Once signed, recipients are under a legal obligation to comply with the stated terms and conditions.

In-kind support: An in-kind contribution is when a group contributes goods or services in lieu of providing funds. In-kind contributions must have a \$ value. For example, volunteer hours @ \$41 per hour, use of equipment or facilities or donated goods.

Incorporated associations: An incorporated association receives recognition as a legal entity separate from its members and offers some protection for office holders from any debts or liabilities incurred by the group. The organisation must be registered with Consumer Affairs Victoria. For more information, please contact Consumer Affairs Victoria or phone 1300 558 181.

Public Liability Insurance: protects community groups and organisations against legal liability to pay- compensation to third parties, property damage that may occur as a result of activities undertaken by the group or legal costs that a group may have to pay if it needs to defend claims of bodily injury and/or property damage made by a member of the public against it.

Unincorporated associations: An unincorporated association is not recognised as a separate legal entity to the members associated with it. It is a group of people who agree to act together as an organisation and form an association. The group can remain informal, and its members make their own rules on how the group is managed. The rules may also be referred to as a constitution.

Not for Profit (NFP) Organisation: An NFP is an organisation that does not distribute any profit to an individual, its members and or shareholders. Any profit from the organisation will be directed back into the organisation and its activities.