



## Redland City Council

# Redlands Coast Seniors Month Grants Program Guidelines 2022

### About the program

Not-for-profit organisations can apply for funds to facilitate a free community-based event or activity during Redlands Coast Seniors Month 2022.

### Program objectives

Council's Redlands Coast Seniors Month Grants Program aims to:

- Facilitate community participation
- Enhance social connections, and
- Celebrate and acknowledge our older residents and their contributions to the community.

### Available funding

Grants are available in two categories:

- **Category A** Local Events – funding up to \$2,000. Multiple applications will be funded under Category A.
- **Category B** Local Event – funding up to \$5,000 where high numbers of participants are expected to benefit. One application will be funded under Category B.

The total pool of funds in 2022 is \$14,000.

### Event / activity requirements

Events and activities funded through the Redlands Coast Seniors Month Grants Program must be free to attend and held in Redland City during Redlands Coast Seniors Month 1 October to 31 October 2022.

Funded events and activities must be open to all older people living on Redlands Coast and not limited to only people who already access services provided by an organisation (successful grant recipient organisation).

Written land owner's approval from Redland City Council must be provided where the project is on Council owned or managed land e.g. park or hall bookings. Payment of the park or Redland

City Council facility bookings can be expended from grants funds provided by Redland City Council to the grant recipients.

## Is your organisation eligible?

Eligible organisations are not-for-profit and incorporated entities or registered by an Act of Parliament.

Organisations must have an active ABN or complete a Statement by Supplier form.

If sourcing an auspice organisation, ensure the auspice agrees to accept legal and financial responsibility for the grant.

Organisations must be based in Redland City.

Commercial companies and school parents & citizens associations are ineligible to apply.

## Timing & important dates

Applications are open from Wednesday 11 May until midnight Wednesday 8 June 2022.

Successful grant recipients will be notified of application outcome no later than 14 days after applications close.

Funding agreements to be emailed to successful applicants within 7 days of the notification of a successful application.

Distribution of funds will be made within 7 to 14 days after receipt of signed funding agreement and a properly made invoice.

Acquittal must be submitted by Wednesday 30 November 2022.

## How does an applicant apply?

Read the grants information and terms and conditions at [www.redland.qld.gov.au/seniors](http://www.redland.qld.gov.au/seniors).

Submit an application online at <https://redland.smartygrants.com.au/RedlandsCoastSeniorsMonth22>

## How often can an applicant apply?

An eligible applicant can submit one application per category (must be different projects). An organisation will only be eligible for one grant.

Where an applicant applies for consecutive rounds, the previous successful application must be acquitted.

An auspicating organisation is permitted to auspice multiple organisations in any one funding round, provided it does not have an outstanding acquittal from an application in a previous funding round.

## What will NOT be funded

The Redlands Coast Seniors Month Grants Program supports events and activities that provide free things for older people to do, as well as provide support to build capacity for organisations on Redlands Coast. Activities that are considered to be outside of the scope of the program or are the responsibility of the applicant or their identified partners will be deemed ineligible.

The following activities are ineligible for funding under this program:

- Event/activity that has a cost to attend;
- Event/activity for fundraising purposes where proceeds will be provided to a third party;
- Event/activity of a political nature or those which incorporate political activities;
- Event/activity operated for commercial purposes;
- Day-to-day operational costs for an organisation, including staff wages, rent and insurances (unless there is evidence it is an additional expense incurred by the funded project);
- Event/activity which begin before grants are awarded (no grants will be awarded retrospectively);
- Payment of debts to any entity including Council;
- Event/activity costs already supported through other levels of government;
- Identical event/activity that has been funded under any other Council programs including: operational funds; Community Grants and Sponsorship Program; the Regional Arts Development Fund; and Mayor and Councillors Community Benefit Fund;
- Project costs incurred outside the funding period;
- Purchase of alcohol, prize money or prizes including gift cards; and
- Donations.

## How is an application assessed?

Both the applicant and the project must be eligible for funding for the application to be considered. Only information contained in an application will be assessed.

The project will be assessed and weighted on the quality of the information and how well it meets the assessment criteria identified below:

### Capacity building

- How funding for this event or activity will assist with building capacity for the organisation; and
- Partnership/s with other organisation/s to deliver the event and/or to promote the activity to the community, are evident.

### Value for money

- Evidence of event/activity is open to all Redlands Coast older people; and
- Budget is comprehensive, realistic and represents value for money.

### Ability to Deliver

- A project plan demonstrates capacity of the organisation to undertake all aspects of the project, including evaluations, marketing, deadlines and the acquittal process; and
- In-kind and/or monetary contribution towards the overall cost of the project is evident.

The number of grants awarded and the value of grants will be at Redland City Council's discretion and will reflect the merit of applications, and in particular, the needs of the city. Council reserves the right to offer applicants a lesser amount than requested.

## Event promotion

Redland City Council will assist with the promotion of events collectively with other Redlands Coast Seniors Month grant recipients' events as part of the Redlands Coast Seniors Month Celebrations.

Only the logos of Redland City Council and Redlands Coast will be used on Council promotional material and names of partner organisations will be included.

Organisations are encouraged to promote their own events as Council will not share individual organisation's promotional posts on social media.

## Additional requirements

Expending grant money can only be used on expenses outlined in the budget section of the application form. Evidence of expenditure must be provided on the acquittal of the grant funding.

Any changes to the funded event or activity must be agreed to by Redland City Council prior to the delivery of event or activity.

Organisations must manage their own bookings and participant enquiries.

Applicants must include Public Liability Insurance in the application. It is important to note that only events managed and controlled by Council are covered under its public liability insurance policy and the policy indemnifies Council and no other party. All other event organisers are required to provide a certificate of currency for \$20,000,000 that covers the duration and scope of the event and notes Redland City Council as an interested party. You should also ensure that any other party or provider associated with your event has public liability cover in place and that evidence of this cover is provided to you prior to the event.