



## Redland City Council

# Redlands Coast Seniors Month Funding Program Guidelines 2023

### About the program

Redland City Council provides funding to support not-for-profit organisations deliver free community-based events or activities during Redlands Coast Seniors Month in October 2023.

### Program objectives

The program aims to provide opportunities for older residents to connect with each other and the community by funding community-based events and activities that are culturally inclusive, intergenerational or lifestyle focused. The program aligns with the Queensland Seniors Month theme of 'social connections' and promotes positive community attitudes towards ageing and facilitates community participation.

### Available funding

Funding from \$500 up to \$2,000 per application is available to deliver an event or activity in October as part of Redlands Coast Seniors Month. The total pool of funds in 2023 is \$8,000.

### Event / activity requirements

Events and activities funded through the Redlands Coast Seniors Month Funding Program must be free to attend and held in Redland City during Queensland Seniors Month from Sunday 1 October to Tuesday 31 October 2023.

Funded events and activities must be open to all older people living on Redlands Coast and not limited to people who already access services provided by the successful funding recipient organisation.

Written landowner's approval from Redland City Council must be provided by the applicant 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 funds provided by Redland City Council under this program.

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 Redland City 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.

## 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 funding.

Organisations must hold public liability insurance and have a bank account in the name of the legal entity.

Organisations based outside of Redland City may apply if the project is held in Redland City and for the benefit of the city's residents.

Organisations that are not eligible to apply include commercial companies and school parents and citizens' associations.

## Timing & important dates

Applications are open from Saturday 20 May until 5pm Sunday 18 June 2023.

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

Funding agreements will 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 the signed funding agreement and a properly made invoice provided by the applicant.

Acquittal due date is Thursday 30 November 2023.

## How does an applicant apply?

Read the funding information and guidelines at [www.redland.qld.gov.au/seniors](http://www.redland.qld.gov.au/seniors).

Submit an application online at <https://redland.smartyfunding.com.au/RedlandsCoastSeniorsMonth23>

## How often can an applicant apply?

An eligible applicant can submit one application per round.

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

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

## What will NOT be funded

Activities that are considered to be outside of the scope of the program or are the responsibility of the applicant or 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 funding are awarded (no funding 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.

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

### Social connections

- How funding for this event or activity will provide opportunities for older residents to connect with each other and the community; and
- How funding for this event or activity will create opportunities for older residents to continue to participate in activities beyond Seniors Month; and
- Whether partnership/s are evident with other organisation/s to deliver the event and/or to promote the activity.

### Value for money

- Whether the budget is comprehensive, realistic and represents value for money; and
- In-kind and/or monetary contribution towards the overall cost of the project is evident.

### **Ability to Deliver**

- How the organisation has demonstrated ability to deliver all aspects of the project.

The number of recipients awarded and the value of funding 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**

Organisations are encouraged to promote their own events.

Redland City Council will assist with the promotion of events and activities collectively with other Redlands Coast Seniors Month funding 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 the names of partner organisations will be included.

Council will not share individual organisation's promotional posts on social media.

## **Additional requirements**

Organisations must manage their own event bookings and participant enquiries.

Funding can only be used on expenses outlined in the budget section of the application form. Evidence of expenditure must be provided as part of the acquittal of the 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.

You must repay to Redland City Council:

- (a) Within 30 days of our request or as otherwise agreed, any part of the funding spent on purposes not approved by the Funding Agreement;
- (b) Any and all unexpended funding unless otherwise agreed, within 30 days or the earlier of
  - i. the end date;
  - ii. termination of the Funding Agreement; and
- (c) Any difference between the actual project costs and the budget costs which are greater than \$100 (where the budget costs exceed the project costs).

All repayments must reflect any associated GST component relating to the original payments.

## **Contact**

For further information or if you have questions, contact Strengthening Communities on 3829 8999 or [agefriendly@redland.qld.gov.au](mailto:agefriendly@redland.qld.gov.au)