

Seniors Festival Grants Program 2024

Form Preview

2024 NSW Seniors Festival Grants Program Application Form

* indicates a required field

Key Messages

Please complete this form to submit an application for funding under the **2024 NSW Seniors Festival Grants Program**. Before starting your application form, please read the 2024 NSW Seniors Festival Grants [Program Guidelines](#) and Frequently Asked Questions.

Please Note:

- Eligibility and submission of an application does not guarantee funding.
- This grant is one-off funding with a fixed term ending 24 March 2024.
- Your application must be accurate and complete upon submission. If required information is not provided, your application will be deemed ineligible.
- Only one application for funding will be accepted per organisation per project.
- The cost of preparing an application is the responsibility of the applicant.
- All projects must be located within NSW and must be conducted between 11-24 March 2024.
- Your organisation must maintain current and adequate insurance, as per the Guidelines. If your organisation is not covered, you can approach an eligible organisation to sponsor your application and submit the application on your behalf.
- If organisations are formally partnering with an incorporated not-for-profit or NSW local council (i.e. in order to maintain appropriate and adequate insurance), the sponsoring must submit the application form - including their bank details and authorised signatories.
- The due date for applications is **5pm on 28 August 2024**. No late applications will be accepted.

Support:

If you require any assistance or have any queries relating to the grant, please contact: NSWSeniorsFestival@facns.nsw.gov.au . **Please ensure to quote your Application ID** (which appears at the top of your application form) **for all correspondence with us**.

Eligibility Criteria Overview

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's important that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

I confirm that:

- I have read and understand the Program Guidelines and Frequently Asked Questions.
- I can demonstrate alignment between the project and the objectives of this program
- My organisation is an incorporated not-for-profit community organisation or NSW local council
- My project is located in NSW
- My project will take place during the NSW Seniors Festival 11-24 March 2024.

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- My organisation can maintain adequate and current insurance cover including, but not limited to; Workers Compensation Insurance, Professional Indemnity Insurance, Personal Accident Insurance, and a minimum of \$10 million Public Liability Insurance.
- My organisation does not have a Redress Obligation under the *NSW National Redress Scheme*
- My organisation does not have any outstanding acquittals with DCJ (formerly FACS)

Please select below: *

Yes

You must confirm that all statements above are true and correct. You will then be asked to demonstrate your eligibility.

Eligibility and Organisation Details

* indicates a required field

Eligibility

Which of the following applies? *

- I am applying on behalf of my organisation
- I am applying on behalf of my organisation, which is sponsoring another organisation that will take a lead role in this project

Please note: If you are formally partnering with another incorporated not-for-profit or NSW local council (i.e. in order to maintain appropriate and adequate insurance), the sponsoring body must submit the application form - including their bank details and authorised signatories. For more information on auspicing arrangements, please see <https://www.nfplaw.org.au/free-resources/working-with-others/what-is-auspicing> and refer to [https://www.nsw.gov.au/sites/default/files/noindex/2022-07/2023 NSW Seniors Festival Grants Program Terms and Conditions.pdf](https://www.nsw.gov.au/sites/default/files/noindex/2022-07/2023%20NSW%20Seniors%20Festival%20Grants%20Program%20Terms%20and%20Conditions.pdf) .

What is your organisation's legal structure? *

- NSW local council operating under the Local Government Act 1993
- incorporated organisations registered and approved as not-for-profit bodies by NSW Fair Trading
- not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
- associations (registered under the Associations Incorporation Act 2009 with NSW Fair Trading)
- NSW Local Aboriginal Land Councils
- religious organisations operating in NSW
- NSW non-government organisations established under an Act of Parliament.

Hint: Please note that to be a "NSW non-government organisation established under an Act of Parliament" your organisation needs to have been established by name under an Act of Parliament (this is relatively rare, and applies only to NSW universities and a small number of large charities which have had Acts of Parliament enacted for this purpose - for example, the Macquarie University Act 1989). You can check your DGR status at <http://abr.business.gov.au/AdvancedSearch.aspx> . You can check your registration at the ACNC website at <http://www.acnc.gov.au/> .

Please attach evidence of the legal structure selected above: *

Attach a file:

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PLEASE NOTE: Incorporated organisations and associations should upload a copy of their certificate of incorporation from NSW Fair Trading. Not-for-profit companies should upload a copy of their ASIC certificate of registration. NSW Non-government organisations should upload a copy of the Act of Parliament that they are established by.

Insurance

Grant recipients must maintain current and adequate insurance appropriate to the projects/ activities funded under this grants program to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Grant Funding Agreement. These include, but are not limited to:

- Public Liability Insurance – a minimum of \$10 million

Please attach your certificate of currency for the insurance listed above in the name of your organisation. *

Attach a file:

A minimum of 1 file must be attached.

PLEASE NOTE: If your organisation is not covered by the appropriate insurance, you will need to approach another organisation (such as your local council or an incorporated not-for-profit) to sponsor your application so that your project will be covered under their insurance.

Does your organisation have any outstanding acquittals due to the Department of Communities and Justice (formerly Family and Community Services)? *

- Yes - Your organisation may be deemed ineligible for this grants program.
 No

PLEASE NOTE: If your organisation has any outstanding acquittals due to the Department of Communities and Justice you are not eligible to apply to this grant program. Please complete any outstanding acquittals prior to submitting your application.

Please confirm that your organisation has not: been publicly identified as declining to join the National Redress Scheme OR failing to join the scheme at the expiry of six months after being notified to join the Scheme. *

- Yes
 No - I cannot confirm (You may be deemed ineligible for this grants program)

PLEASE NOTE: For more information on the NSW Government Redress Scheme Sanctions Policy, visit <https://arp.nsw.gov.au/c2021-13-nsw-government-redress-scheme-sanctions-policy/>

Please confirm that you will adhere to NSW Government public health order and advice in regard to COVID-19. Up-to-date information is available to the NSW Government COVID-19 website. *

- Yes
 No

Organisation Details

Organisation name *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

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Project Start Date *

Must be a date and no earlier than 11/3/2024.

Project End Date *

Must be a date and no later than 24/3/2024.

Does your organisation have an ABN? *

Yes No

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO](#).

Please upload completed Statement of Supplier Form: *

Attach a file:

A minimum of 1 file must be attached.
Max 25mb

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

Organisation Address *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Contact Person 1: *

Title First Name Last Name

This is the person we will correspond with about this grant.

Position held in organisation: *

e.g. Manager, Board Member, Fundraising Coordinator

Phone number: *

Must be an Australian phone number.

Email address: *

This is the address we will use to correspond with you about this grant.

Contact Person 2: *

Title First Name Last Name

Position held in organisation: *

Phone Number: *

Must be an Australian phone number.

Email address: *

Must be an email address.

Bank Details

Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

PLEASE NOTE: Organisations that are formally partnering with an incorporated not-for-profit or NSW local council must provide the Bank Account details of the auspisor (sponsoring body).

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Details of Subcontractor (organisation being sponsored)

Name of organisation being sponsored *

Address of organisation being sponsored *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Primary Contact Person at organisation being sponsored *

Title First Name Last Name

We may contact this person to verify that this sponsoring arrangement is valid and current.

Contact Person - Position: *

HINT: For example, Manager, CEO

Contact Person - Phone Number: *

Must be an Australian phone number.

Contact Person - Email Address: *

Must be an email address.

Please attach a letter from the sponsoring organisation confirming this arrangement is valid and current *

Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

Grant Category

* indicates a required field

Two funding categories are available to distribute \$200,000 across NSW:

- Category 1: Up to \$5,000 for local community programs and activities.
- Category 2: \$5,001 - \$10,000 to **local government organisations only** to hold large scale community and regional programs and activities.

Which grant category are you applying for *

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Category 1: Up to \$5,000

Category 2: \$5,001 – \$10,000 *local government only*

Category 2 grants are only available to NSW local councils operating under the Local Government Act 1993.

Project Details

* indicates a required field

Project Title *

How will the majority of planned activities take place? *

- Face-to-face
- Online (virtual)
- Both (hybrid)

Provide the address where the majority of activities will take place *

Address

PLEASE NOTE: Category 2 funding requires engagement and participation across the whole local government area.

What Local Government Area (LGA) will your program or activity be held in? *

To find what Local government Area your project will be held in, please enter the venue address into the search box at: <https://www.olg.nsw.gov.au/public/find-my-council/> .

Short project description *

Word count:

Must be between 100 and 250 words.

How will participants benefit from your planned activities? *

Word count:

Must be between 100 and 250 words.

How many people do you estimate will participate in your project? *

Must be a number.

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PLEASE NOTE: Category 2 Funding requires a minimum of 500 participants.

What is the method for recording attendance at your event/activities? *

Is your project open to the public? *

- Yes
 No

Which of the following groups will participate in your project? *

- People over the age of 60
 Seniors from culturally or linguistically diverse backgrounds
 Aboriginal or Torres Strait Islanders over 50
 Seniors who identify as Lesbian, Gay, Bisexual, Transgender, Intersex or Queer
 Seniors living with disability, dementia, chronic disease or mental illness
 Senior carers
 Seniors in rural, regional and remote areas

PLEASE NOTE: Select all that apply. Category 2 Funding require engagement of a diverse range of people. Category 1 funding does not require engagement of a diverse range of people.

Please outline what measures have been taken, if any, to make your program/activities as accessible as possible. *

Word count:

Must be no more than 150 words.

HINT: Applications that take measures to make their programs/activities accessible will be given preference. Please see the Toolkit for Accessible and Inclusive Events <https://www.dpc.nsw.gov.au/assets/dpc-nsw-gov-au/Events/9bf6c6ac1e/Toolkit-for-Accessible-and-Inclusive-Events-2018.pdf>

Will your project proceed if it does not receive a grant? Why or why not? *

Outline the promotional strategies you will use to market your project, to ensure your target audience participates. *

Word count:

Must be no more than 150 words.

Briefly describe what makes your program or activity creative and/or engaging *

Word count:

Must be no more than 150 words.

Assessment Criteria

* indicates a required field

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Program Objectives

The **NSW Seniors Festival Grants** program encourages seniors in NSW to enjoy new experiences, continue learning, stay active and connect to their communities. It does this by:

- Supporting a broad range of local community organisations
- Supporting projects and activities in regional NSW
- Fostering partnerships with community groups and services
- Ensuring programs and activities reach diverse communities in NSW
- Supporting projects that empower older people to stay connected
- Assisting organisations to increase capacity of current programs and activities

Applications can be for small scale, multiple and larger activities throughout the NSW Seniors Festival.

The NSW Seniors Festival Grants program aims for the best use and a broad distribution of funds to maximise the benefit for seniors in NSW.

Please describe how your project will address the Program objectives and outcomes *

Word count:

Must be between 150 and 300 words.

Please address as many objectives and outcomes as possible.

Please outline how your organisation has the appropriate capacity and capability to plan and deliver the project *

Word count:

Must be between 150 and 300 words.

Please describe what consultation and engagement you undertook with relevant stakeholders when planning this project. *

Word count:

Must be no more than 150 words.

Please demonstrate how your project will achieve value for money *

Word count:

Must be between 150 and 300 words.

Budget

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* indicates a required field

Budget Information

Applicants must provide a detailed and accurate budget for their project.

Please provide a breakdown of your proposed budget for your project using the template provided below.

Grant funded expenses: In this column list all expenses that you would pay for with NSW Seniors Festival Grant Funding. **List all items as exclusive of GST.**

Example:

- *Brochure printing \$50.00*
- *Newspaper Ad \$150.00*
- *Decorations \$25.00*

Applicant's resources: In this column list the dollar value of all other resources contributed to the project. Resources to list in this column include:

- money spent by your own organisation
- sponsorship
- cash donations
- in-kind contributions (goods and services you have received but have not paid for, i.e. a room hire fee waived by a venue)

The **2024 NSW Seniors Festival Grants Program** does not support:

- Any activity of a commercial nature that is for profit
- Existing debt or budget deficits
- Capital works, including building work
- Permanent salaries/wages (costs for temporary tutors/instructors for your program or activity can be included)
- Permanent equipment purchases, for example tables and computers
- Business as usual costs or general operating expenses
- Programs or activities that encourage gambling such as bingo, or the consumption of alcohol
- Transport costs, including the cost of travel to the Premier's Gala Concerts and interstate or overseas travel costs
- Programs and activities coordinated by NSW Government Departments and Statutory Authorities
- The same project twice. For example, two different organisations cannot apply for funds for the same program or activity

Please confirm that you will not spend grant funding on the above. *

Yes

Applicant's Budget

Grant-funded expenses

\$ Item amount

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List the items you will pay for using grant funding	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total grant-funded expenses

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

Total applicant's expenses

\$

Must be a dollar amount.

Total project budget

\$

This number/amount is calculated.

It is the total amount the project will cost (grant-funded expenses + applicant's expenses)

Applicant Declaration

* indicates a required field

The Applicant Declaration must be made by two of your organisation's authorised signatories.

- Your two nominated authorised signatories will also be responsible for signing the **Grant Funding Agreement**, if you are successful in receiving a grant.

More information on DCJ authorised signatories is available [here](#).

PLEASE NOTE: Organisations that are formally partnering with an incorporated not-for-profit or NSW local council must provide the Authorised signatories of the sponsoring body.

AUTHORISED PERSON A: *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organisation of Authorised Person A: *

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Position of Authorised Person A: *

Phone Number: *

Must be an Australian phone number.

Email Address: *

Must be an email address.

AUTHORISED PERSON B: *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position Position of Authorised Person B: *

Phone Number: *

Must be an Australian phone number.

Email Address: *

Must be an email address.

Both authorised signatories must agree to the following statements:

- I have read and agreed to the requirements and responsibilities associated with funding under the 2024 NSW Seniors Festival Grants Program, as set out in the [Guidelines](#) and [Terms and Conditions](#).
- I certify that the information in this application is true and correct.
- I declare that I have the appropriate authority to submit this application on behalf of my organisation.
- I acknowledge that this is one-off grant funding.
- I agree that if successful, details about the outcomes may be used by NSW Department of Communities and Justice for informative and evaluation purposes.

I agree to the above declaration. *

Yes

Application Submission

Before submitting your application please make sure you have checked over your application and are happy with it.

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You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you supplied under Organisation's Details.

If you do not receive a confirmation of submission email then you should presume that your submission has **NOT** been submitted.

Contact: The NSW Seniors Festival team Email: NSWSeniorsFestival@facs.nsw.gov.au
Website: www.seniorsfestival.nsw.gov.au