

Creative Ageing Local Government Grants Program 2014

FINAL Eligibility Guidelines

July 2014

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1. Introduction

Population ageing is a demographic change that brings both challenges and opportunities. The number of people living in NSW aged 65 years and over will increase from just over 1 million people (14 percent of the population) in 2012 to 2.3 million (24 percent of the population) in 2050. Local Government has a key role to play in ensuring that communities are prepared for the impact of population ageing.

The *Creative Ageing Local Government Grants Program* is funded by the NSW Office for Ageing in Family and Community Services and administered by Local Government NSW. A total of \$90,000 has been made available for a period of 9 to 10 months from September 2014 to 30 June 2015, with projects to be completed by 31 January 2015.

Grants are one-off allocations of up to \$4,000 for individual councils. Groups of two or more councils are eligible for up to \$8000 in total.

1.1 Closing date for submission of proposals

LGNSW will only accept applications by the online form. All components of your application must be provided electronically, including all attachments. If this is not possible please contact Margaret Kay at Margaret.kay@lgnsw.org.au or Chloe Beevers at chloe.beevers@nsw.org.au.

Closing Date: COB Monday 25 August 2014
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Note that all projects will need to be completed by **31 January 2015**.

1.2 Aim

To increase the number of older people participating in creative activities.

1.3 Objectives

The NSW Government established the *Creative Ageing Local Government Grants Program in 2014*.

The objectives of the grants are to help councils:

- Establish new or build on existing creative activities for older people,
- Develop internal cross council collaboration with cultural activities, and
- Work in partnership with local stakeholders to achieve these objectives.

Successful projects may be showcased as best practice in engaging older people in creative activities in response to population ageing.

The assessment process will endeavour to ensure that successful *Creative Ageing Local Government Grants Program* projects are a representative selection of councils in terms of council's geographic, social and economic diversity and population size.

2. Eligibility

2.1 Who can apply?

Grants are only open to NSW councils.

Councils are permitted to submit an application as part of a group of councils.

Councils may submit a maximum of one application, either individually or as part of a group of councils.

2.2 Eligibility

The *Creative Ageing Local Government Grants Program* will fund innovative projects that engage in any/all artforms, including visual arts, dance, crafts, literature, film, theatre, music, technology/digital, and reflecting on local history. Initiatives that engage older people in cultural history are also eligible.

Projects cannot start until the Grant Agreement is finalised, but must be predominantly delivered during 2014. The funded period/components of the projects must be completed by **31 January 2015**.

To be eligible for funding under the *Creative Ageing Local Government Grants Program*, councils must also meet the following eligibility criteria:

- All projects must be conducted in NSW and be of benefit to NSW residents;
- Projects must reflect the objectives outlined in Section 1 of this document;
- Project participants must be aged 60 years and over (or 50 years and over for Aboriginal and Torres Strait Islander people), except in cases of intergenerational projects;
- All projects must nominate for the Local Government Arts and Culture Award for Creative Ageing, which constitutes their acquittal report; and
- All parts of the application form must be completed.

2.3 Projects not eligible for funding

The *Creative Ageing Local Government Grants Program* will NOT fund the following activities:

- Projects that cannot demonstrate benefits for older people and their participation in the community;
- Projects that have already taken place (i.e. retrospective funding);
- Continuing administration/operational costs of organisations;
- Projects that fund devolved grants (i.e. projects offering grants to other councils or organisations/community groups);
- Ongoing maintenance of projects to which councils have committed as part of a previous grant;
- The reimbursement of salaries of existing Local Government staff who will be supervising or working on the project as part of their usual duties. However, the project may fund additional human resources to specifically work on the project.

2.4 Selection criteria

The Steering Committee will compare your application with applications from councils of similar population size and will seek to ensure that successful applications are a representative selection of councils in terms of council's geographic, social and economic diversity and population size.

The Steering Committee will also consider the following selection criteria:

- How well the project addresses access considerations;
- What partners, including private and corporate are involved in the project;
- Quality of project planning and methodology;
- Degree of participation of older people in project planning and implementation;
- Extent of engagement of older people who have previously not participated in creative activities.

2.5 Financial information

All costing in your budget needs to be detailed, reasonable and justifiable, especially where individual items comprise a large proportion of the overall budget.

2.6 Good and Services Tax (GST)

All councils are registered for GST, so do not include any GST in your budget when you fill in your application. LGNSW will add GST to your grant payment.

2.7 Disclaimer

Submission of a grant application form does not guarantee funding. Each application is assessed separately on its individual merits.

3. Application processes

All applicants are encouraged to read these guidelines to be fully informed of requirements. Applications must be submitted using the *Creative Ageing Local Government Grants Program* Application Form located on the LGNSW website, www.lgnsw.org.au.

3.1 Applying for an CALGGP grant

Applications must be provided electronically via the application form on the LGNSW website, www.lgnsw.org.au. You will create an account with a username and password so that you can log back in to edit/submit your draft, to track progress of your application and ultimately at the completion of the project to submit your acquittal report.

3.2 Navigating through the application form

You may begin anywhere in this application form.

On the left hand side of every screen, there is a box which links directly to every page of the application. Click the link to jump directly to page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

3.3 Saving your draft application

If you wish to leave a partially completed application, press 'save' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download' button at the bottom of the application navigation panel.

3.4 Attachments and support documents

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a zip drive, or similar.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 15MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

3.5 Submitting your application

You will find a Review and Submit button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. 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 used to register.

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

4. Selection

4.1 Acknowledgement of receipt of applications

You should expect acknowledgement of your application within a week of submitting your application. Acknowledgement will be via email.

4.2 Selection Panel

After the closing date, project staff will check whether your application is eligible and sufficiently complete for assessment purposes.

The *Creative Ageing Local Government Grants Program* has a Selection Panel to assess the applications. The Selection Panel consists of people with knowledge and experience in creative ageing and includes representatives from the following: the NSW Office for Ageing (Family and Community Services), and Local Government NSW.

The Selection Panel will assess the merit of your proposal by using the eligibility and selection criteria outlined previously and will select the successful applicants.

Decisions by the Selection Panel are final.

4.3 Notification of grant decisions

LGNSW will announce the successful applicants by email by **September 2014**. Written contract agreements will be provided to council. Successful projects will receive funding on completion of their Grant Agreement.

5. Funding Agreements

5.1 General funding conditions

- Grants are one-off allocations of up to \$4,000 for individual councils;
- Grants will be administered by LGNSW and will be paid to successful recipients on receipt of all relevant documentation;
- All funding arrangements are subject to a funding agreement;
- Any conflicts of interest should be managed by council.

5.2 Obligations of successful applicants

Successful applicants will be required to:

- provide written evidence of partnership funding where relevant;
- sign a Grant Agreement that sets out terms and conditions associated with the grant;
- comply with all conditions contained in the Grant Agreement;
- provide evidence of appropriate insurance coverage;
- forward a tax invoice to the LGNSW for payment of their grant;
- seek prior approval from the LGNSW regarding significant objectives or budget variations (more than 10 per cent);
- provide an acquittal report including a financial report certified by the Chief Financial Officer or certifying accountant and an evaluation report on achievement of the project's objectives;
- acknowledge the Office for Ageing and LGNSW's support in all promotional material or any public statement about your project, and include both the Office for Ageing and LGNSW's logos on relevant written material;
- be prepared for all knowledge gained as part of the grant to be made publically available.

Insurance

It is a condition of grant that you have public liability insurance of \$20,000,000 and any other appropriate insurance cover for all your works, activities and volunteer personnel (if relevant).

You need accident insurance for the life of the project and you need to ensure that all the people you employ are covered by workers' compensation insurance.

5.3 Where project timetables or objectives are not achieved

Where a project is not achieving its stated objectives or timeframes, it is critical that this be reported in detail to LGNSW in a timely fashion. This is a funding requirement. Failure to do so may result in withdrawal of funding.

If you wish to change the project objectives, a written request to vary the project is to be made to the LGNSW. The written request to vary the project should outline why and how your project is expected to change and include an amended project planning schedule.

6. Acquittal

Evaluation of the projects is through the Local Government Arts and Culture Award nomination process. The Office for Ageing will again be sponsoring the 2015 Local Government Arts and Culture Award for Creative Ageing. All successfully completed projects will be considered for the award to be presented at a gala awards ceremony, based on their acquittal reports. A selection of the projects will also be invited to present at a Creative Ageing forum as part of the Local Government Arts and Culture Summit.

The online application system also manages acquittal reporting. With the same username and password that was used to submit the original application, you can log back in to complete the funding cycle. The system will email you to advise when the acquittal report is due for completion.

Over the duration of the project, ensure that you have documented and kept records as these will assist in your reporting. Documentation includes photos, media items, publications, reports, survey results, video footage, other.

7. Support for your project

Councils will be able to access support for the implementation of their projects through the following resources:

7.1 *Local Government NSW*

Local Government NSW will support councils with project feedback, case from other council areas and references to other resources. LGNSW staff involved in administering the grants program have expertise in both ageing strategies and cultural development. Direct enquiries to:

Chloe Beevers
Project Manager Arts and Culture
Chloe.beevers@lgnsw.org.au or 92424047

Margaret Kay
Senior Policy Officer Ageing and Disabilities
Margaret.kay@lgnsw.org.au or 92424082