

2020 EVERY GENERATION ONKAPARINGA GRANTS

‘CELEBRATING POSITIVE AGEING’

GUIDELINES

Online applications close 12 noon Tuesday 10 March 2020

MESSAGE FROM THE MAYOR



The Every Generation Onkaparinga ‘Celebrating Positive Ageing’ (EGO) grants program gives us an opportunity to celebrate and acknowledge the outstanding achievements and valuable contributions people of all ages, cultures and abilities make to ‘positive ageing’ in our communities.

We have a strong tradition of supporting events and activities that aim to develop a sense of community.

I encourage you to attend one of the grant writing workshops and grant application refining session in February 2020. I recommend that you contact the EGO Grant Program officer on (08) 8384 0120 to discuss your proposal prior to commencing an application.

We look forward to receiving your application.

Mayor Erin Thompson

- To be successful applications need to meet these Guidelines, which can be downloaded from the EGO webpage on the City of Onkaparinga website www.onkaparingacity.com/ego or copies are available by contacting Community Relations Administration on 8384 0697.
- We are only accepting applications via our online application system. To apply go to our Grants and Sponsorship page on our website, www.onkaparingacity.com/grants
- Free grant writing workshops will be held in early February and a grant application refining session will be held on **Monday 24 February** at Noarlunga TAFE Training Room, Noarlunga Centre. Bookings are essential for all workshops as places are limited. Please visit our website for further instructions www.onkaparingacity.com/grants
- The 2020 Every Generation Onkaparinga grants round closes **12 noon Tuesday 10 March 2020**. Late applications will not be considered.
- **We strongly encourage you to contact Justin Ifould, Community Wellbeing Officer on 8384 0120 to discuss your proposal or if you need any assistance in completing the application online.**

1. PURPOSE

The Every Generation Onkaparinga 'Celebrating Positive Ageing' (EGO) grants are intended to help celebrate and acknowledge the outstanding achievements and valuable contributions people of all ages, cultures and abilities make to 'positive ageing' in the City of Onkaparinga.

The grants predominantly aim to support community events and activities during October that:

- encourage seniors to actively participate in their communities and share their achievements and contributions with people of all ages
- reduce social isolation in our local communities and build community capacity
- encourage older community members to engage in community life and leisure activities that increase wellbeing
- align with Onkaparinga 2035 (our community plan) objectives. For further information go to www.onkaparingacity.com/Council/Publications/Strategic-Plans

The EGO program defines a senior as an individual who is 50 years of age or older.

2. AMOUNT AVAILABLE

- The maximum amount available for any one event or activity will be \$2400.
- Applicants need to match the amount of the grant applied for. This can be with cash, materials, or 'in-kind' support including volunteer hours.
- Please note: depending on demand for the grants, it is possible that not all applications will be funded or to the full amount requested.

3. WHO IS ELIGIBLE TO APPLY?

- To be funded an organisation must be a legal entity as defined by the Australian Tax Office
- Any incorporated 'not for profit' organisation, community group or voluntary organisation.
- Unincorporated groups are eligible to apply but applications should be made through an Auspicing Body (.i.e an incorporated body that supports the event/activity and is willing to accept responsibility for the funding). An **Auspice Form** will need to be completed and must be attached to the application. For a copy of the Auspice form please refer to the 'Supporting Documents' section on the Grants and Sponsorship page on our website, go to www.onkaparingacity.com/Council/Grants

- Groups based within a school setting are eligible to apply provided they can demonstrate that the event/activity:
 - is determined, managed and organised by local residents who are assisted rather than directed by the Department for Education (DE) or other school-based staff
 - is not part of DE curriculum
 - has no other funding sources through the DE
 - has a clearly identified benefit to the wider community and/or can be accessed by the wider community.
- Elected members and employees of the City of Onkaparinga are not eligible to sign or be listed on any grant application
- Applicants must have current Public Liability Insurance (minimum of \$20 million). Successful applicants will be required to produce a copy of the Certificate of Currency when submitting the signed Conditions of Funding. Successful applicants without public liability insurance will need to obtain a minimum \$20 million of cover prior to the event/activity commencing. Contact Local Community Insurance Services www.localcommunityinsurance.com.au/ or your insurance broker for further advice/assistance.

4. GUIDELINES THAT APPLICATIONS MUST SATISFY

The event/activity must promote positive involvement in the community and:

- be held during October 2020
- be predominantly based within the City of Onkaparinga area
- have a clear plan and show the active involvement of seniors in the planning and delivery
- comply with recognised Australian Standards and must observe any relevant federal, state or local government regulations or guidelines
- demonstrate that any proposed purchase of equipment or materials is needed
- ensure that the applicant's own cash and/or in-kind contributions (including voluntary labour) account for at least 50% of the overall anticipated expenses.

5. WHAT WILL BE FUNDED?

Eligible applications will not necessarily be funded. All applications will be assessed on their merit and we will give priority to events or activities that are inclusive of different cultures, ages, interests and abilities and aim to embrace the following guiding principles:

- Celebrate/acknowledge the achievements and contributions made by seniors
- Feature intergenerational activities
- Feature components that promote active (rather than passive) involvement and will appeal to younger and older aged community members
- Minimise waste and encourage recycling, further information is available at www.onkaparingacity.com/Services-and-projects/Waste-and-recycling or contact our Waste & Recycling Education Team on 8384 0128
- Consider the principles of healthy lifestyles and promote wellbeing amongst families
- Are free or at low cost and are easily accessible, especially for those who are socially isolated
- Are of good quality and are meaningful
- Contribute to the sustainability of a group
- Benefit the wider community

6. WHAT WILL NOT BE FUNDED

- Events/activities promoted only to a group's own membership or to support the usual/regular activities of a group
- Funds that have already been spent
- Payment of ongoing salaries (facilitator/trainer fees for the event/activity may be paid from the grant)
- Direct requests for donations or sponsorships
- Ongoing operational costs for a group such as telephone, stationery, cleaning and insurance. (Please note: insurance required specifically for your event/activity is a cost that can be funded)
- Capital developments

7. WHAT DOES IN-KIND MEAN?

In-kind refers to items, materials, equipment or services, other than cash, that are being donated or loaned for the purposes of the event/activity. This refers to the cash value that the item or service would have cost if you had to pay for it.

For the purposes of the EGO grants program, the concept of in-kind contributions that are made by the applicant can include, but are not limited to:

- donation of materials
- provision of a venue (where hire fees are waived or discounted)
- provision of volunteer hours to help with your event/activity. Volunteer hours are generally valued at \$30 per hour unless they are for specialised services
- specialised services, which are services provided (either free or at a reduced cost) by an appropriately credentialed person to support the staging of an event or delivery of your activity. Examples include an electrician providing electrical expertise or an accountant managing accounts. We value these services at \$45 per hour. The specialised services provided must be directly related to their profession/trade and relevant to the event/activity. An electrician facilitating an event/activity would be valued at \$30 for example. It is the responsibility of the applicant to ensure that a person is appropriately credentialed for any tasks they carry out relating to the event or activity.

8. WHAT INFORMATION NEEDS TO BE INCLUDED IN THE BUDGET?

Please refer to the 'Supporting Documents' section on the Grants and Sponsorship page on our website for a budget example and template, go to www.onkaparingacity.com/Council/Grants

Applicants must be aware of their responsibilities to comply with federal government taxation requirements. For information or advice on whether you should be registered for GST or need an Australian Business Number contact the Australian Taxation Office info line on 132 866 or visit their website at www.ato.gov.au

9. HOW IS AN APPLICATION MADE?

- Applications will only be accepted via our online application system. To apply go to our Grants and Sponsorship page on our website, www.onkapingacity.com/grants.
- If you need any assistance in completing the application online it is highly recommended that you attend one of the free grant writing workshops that will be held in early February and/or the grant application refining session scheduled on 24 February. Bookings are essential for all workshops as places are limited. Please visit our website for further instructions www.onkapingacity.com/grants
- **Before** submitting your application print a copy for your records.
- **We strongly encourage you to contact Justin Ifould, Community Wellbeing Officer on 8384 0120 to discuss your proposal/application before commencing, phone 8384 0120 or email Justin.Ifould@onkapinga.sa.gov.au**

10. ASSESSMENT PROCESS

Once an application has been received:

- it will be acknowledged by email within seven working days from closing date for applications (10 March 2020). If you have not received confirmation of receipt after 7 days please contact Justin Ifould, Community Wellbeing Officer on 8384 0120 or email Justin.Ifould@onkapinga.sa.gov.au
- applications will be assessed by the EGO Advisory Group to help determine who should be funded and to what amount
- these recommendations will need to be approved by the Strategic Directions Committee which will then be ratified by Council at its next meeting
- applicants will be notified within 14 days of the Council meeting of the outcome of their application for funding
- cheques will be presented to successful applicants at a public ceremony in July 2020.

Please note there is no appeal process.

11. CONDITIONS OF FUNDING

Successful applicants will be required to sign the conditions of funding and agree to the following:

- The grant must be used for the approved event/activity. Any changes to the event/activity that would mean that the funding was being used differently to the application needs prior written approval.
- Our approved logo shall be used on all printed material relating to the funded event/activity and an appropriate acknowledgement of our funding must be given by the recipient in all promotional material, announcements and reports of the program to the public.
- At the completion of the event/activity a written evaluation report including an expenditure statement must be provided. This evaluation report needs to be completed and returned within four weeks of the completion of the event/activity.
- Applicants are responsible for obtaining any relevant approvals eg reserve use or liquor license and for any associated costs. If your event/activity requires any approvals we will not release the grant funds until we have been advised that these have been obtained.
- Where required, the applicant will ensure that the project complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, the Child Safety (Prohibited Persons) Act 2016, Disability Discrimination Act and Work Health and Safety Act 2012.
- Applicants to provide a certificate of currency for Public Liability (minimum of \$20 million) to be provided.

12. FREQUENTLY ASKED QUESTIONS

What is the maximum amount of money that can be applied for?

The maximum for an EGO grant is \$2400. Depending on the number of applications it may not be possible to fund all events or activities or to the full amount requested.

Our group is not incorporated, so can we still apply?

If your group is not incorporated, you may speak with one of our community centres or a not for profit organisation about providing auspice services. This creates a way for non-incorporated groups to access grant funds and deliver projects to meet community need. Please ensure you give the relevant incorporated body enough time to take your request to a board meeting for approval.

If your application is successful, the grant money will be paid to the incorporated body. They will be responsible for the finances, but your group will be responsible for the program. A completed Auspice Form will need to be included with the application.

Can we purchase equipment with a grant?

Equipment can be purchased with the grant money as long as it is required specifically for the event/activity that is being funded and is not to continue the usual activities of a group.

Can we submit more than one application in the same year?

No, only one application per group is permitted in the EGO grants program. However, you may apply to the other council grants and sponsorship programs for different projects and activities.

Are we eligible to apply if we have received this or other council funding in the past?

Yes, as long as you have submitted a written evaluation report and financial statement, under the terms and conditions of that previous funding.

What types of events and activities have been supported in the past?

A list of events and activities previously supported is available on the City of Onkaparinga website at www.onkaparingacity.com/Council/Grants

Who can I talk to about my application?

You are encouraged to contact the grant officer prior to commencing your application. Contact Justin Ifould, Community Wellbeing Officer on 8384 0120 or email Justin.Ifould@onkaparinga.sa.gov.au

Where can I find further information on council Grants and Sponsorship programs?

More information, including other Frequently Asked Questions, is available in the 'Supporting Documents' section on the Grants and Sponsorship page on our website, www.onkaparingacity.com/Council/Grants

Information to assist you in planning your event/activity and obtaining permits if you plan to hold it on council land is available at www.onkaparingacity.com/Payments-and-permits