

Queensland Seniors Month - 2020 Subsidy Guidelines

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Introduction

Seniors Week has significantly grown over the last six decades. So much so we are extending the nine days of celebrations to a month!

We are very excited to announce that we will be Celebrating Queensland Seniors 2020.

During the month of August Queensland Seniors Month will provide opportunities for older people to:

- explore programs and services, events and activities,
- connect with people of all ages and backgrounds,
- celebrate the many contributions older people make in their local communities.

Council on the Ageing (COTA) Queensland coordinates Queensland Seniors Month on behalf of the Queensland Government and receives funding to collaboratively plan, run and subsidise events and activities. Both COTA Queensland and the State Government value the contributions people have made – whether as volunteers or in the workforce, community leaders or carers, grandparents, or advocates.

Funded by the Queensland Government, the program provides \$100,000 to subsidise events and activities supporting Queensland Seniors Month. It should be considered that the subsidy will not fund the total cost of the event.

For example: If the total cost of your event is \$2,000, your organisation can apply for \$1,000 and must match the other \$1,000.

All funded events and activities must be held in Queensland during August 2020.

Key Dates

Stage	Date
Subsidy applications open	Monday 3 February 2020
Subsidy application closes	Sunday 15 March 2020
All applicants will be notified in writing	April 2020
Payment of successful subsidy applications	April 2020
Celebrating Queensland Seniors 2020	1 August – 31 August 2020
Acquittal due for funded events and activities	Friday 25 September

Contact information

Queensland Seniors Month is coordinated by Council on the Ageing (COTA) Queensland on behalf of the Queensland Government.

For more information about the program please:

Email seniorsmonth@cotaqld.org.au, **phone** 07 3316 2999 or 1300 738 348 or **visit** www.qldseniorsmonth.org.au.

Who can apply?

Subsidies are open to not-for-profit, charitable and community organisations, schools, local government and libraries based and delivering services in Queensland.

Eligibility

Eligible organisations can apply for up to \$1,000 to be matched by your organisation's own resources. This can include sponsorship, cash or in-kind support contributions such as venue hire, administrations costs, and money spent by your organisation.

All organisations must be incorporated. Where an organisation is not incorporated the application must be auspiced (sponsored) by an incorporated or local government organisation.

Organisations must hold public liability insurance of a minimum of \$20 million.

All funded events and activities must be held during August 2020 and meet at least one of the program objectives.

Individuals, Federal and State Government agencies are not eligible to apply.

If your organisation received a Queensland Seniors Week subsidy in 2019 and has NOT completed an acquittal report within the required timeframe, you are NOT eligible to apply.

How to apply?

All applications and acquittals are to be completed using SmartyGrants, an online grants management system. You can sign up for a free account or use your existing account at gldseniorsmonth.smartygrants.com.au.

Applications open at 9am Monday 3 February and close 11:59pm Sunday 15 March 2020.

Before getting started you will need:

- Your SmartyGrants login details
 - If you do not have an existing login you can create a free account by registering your details
- Your ABN or ACNC number
 - If you do not have an ABN number you will need to complete a Statement by Supplier form - www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/
- A digital copy of your organisations or auspicing organisations Public Liability Certificate of Currency showing the insured coverage amount as \$20 million or more to submit to in the application
- Clear details of your event, location, the cultural and social outcomes aligning to the program objectives, estimated number attendees and target audience.
- A budget including your income and expenditure.

Please note you will need to complete an application for each event you are seeking funding to support. If successful, each event will require a separate acquittal.

Subsidies can be spent on the following items:

- Venue hire
- Catering
- Guest speakers, entertainment, musicians, and artists
- Temporary instructors and tutors engaged specifically for your event
- Transport
- Marketing and advertising of the event

The subsidy does not cover the following:

- Staff wages and organisational running costs
- Administration fees including phone and postage charges
- Collateral items including banners, signage, flags, computers, computer software, cloth napkins, and crockery
- Gifts of any sorts
- Raffle and door prizes

2020 Program Objectives

The five objectives of Queensland Seniors Month 2020 are:

1. Improve community attitudes towards older Queenslanders and ageing.
2. Empower older Queenslanders to connect to inclusive events and activities by producing multicultural, intergenerational or lifestyle events/activities for older Queenslanders in their communities.
3. Create opportunities for older Queenslanders to continue to participate in activities outside of Queensland Seniors Month.
4. Empower older Queenslanders to live active and healthy lives with improved physical and mental wellbeing.
5. Enhance opportunities for older Queenslanders to continue to learn through community education, lifelong learning, and digital literacy.

Subsidised events and activities should be inclusive of all, and accessible to the diversity of older people including:

- Aboriginal, Torres Strait, and South Sea Islander people
- People from Culturally and Linguistically Diverse (CALD) backgrounds
- Lesbian, Gay, Bisexual, Transgender, Intersex or Queer (LGBTIQ) people
- People with disability

How will applications be assessed?

A panel comprising a representative from COTA Queensland, the State Government, and an impartial community organisation will assess applications grouped into seven state regions (see Queensland Regions at the end of this document) and against the criteria listed in the table below:

Criteria	Details	Weighting
Innovation	Creativity of the event or activity that: <ul style="list-style-type: none">• Can developed into ongoing programs beyond the celebration	30%

	<ul style="list-style-type: none"> • are new to the host organisation • include the use of technology • enhance a sense of identity and belonging among local community members • encourage healthier communities and active lifestyles • contribute to safer communities <p>Hint: record this information in the <i>Tell us about your event</i> section of the application.</p>	
Relevance	<p>What are the social and cultural outcomes you will achieve by hosting this event/ activity? How will you know if this has been achieved?</p> <p>Hint: The event or activity must clearly be aligned to at least 1 of the 5 program objectives.</p> <p>Please identify and address community involvement.</p>	50%
Audience	<p>How inclusive is your event?</p> <p>Subsidised events and activities should be inclusive of all and accessible to the diversity of older people.</p>	20%

Applications via auspice

If your organisation or group is not incorporated or covered by sufficient insurance, you could approach a sponsoring organisation known as auspicing. This may include your local council, or another organisation.

All auspicing organisations must be incorporated and hold a minimum of \$20 million in Public Liability Insurance of \$20 million.

In all auspiced subsidy applications, Queensland Seniors Month's primary relationship will be with the auspicor, as they are responsible and accountable for the management of the subsidy.

Responsibilities of the auspicor

- Accept the subsidy payment on behalf of the auspicee
- Pay the subsidy to the auspicee in accordance with the subsidy application
- Enable the auspicee to utilise the auspicors Public Liability Insurance
- **Acquit the funding as required by COB Friday 25 September 2020**

Terms and Conditions

Advertising and promotion

All successful applicants must acknowledge the funding of the Queensland Government and the support of COTA Queensland on all written, printed and digital marketing materials using supplied logos and verbally at the event. A digital toolkit will be supplied with the logos and branding

guidelines, poster, web, and social media banners for use.

Successful applicants must register their events online to the Queensland Seniors Month online events calendar.

Funding requirements

One application per event. Separate applications and acquittals are required for each event you are seeking funding to support.

The purpose of the subsidy is to provide support to host events and activities held during August 2020, not to fund the total cost or to assist with the day-to-day operations of organisations.

The subsidy recipient will take sole responsibility of the event or activity.

Reporting requirements

Successful applicants are to complete and submit an evaluation acquittal **through SmartyGrants by COB Friday 25 September 2020.**

If an acquittal is not received by the due date, COTA Queensland may deem the event not to have taken place and may request that the funding is returned within 28 days.

Public Liability Insurance

Your organisation must be covered by Public Liability Insurance. The minimum coverage for Public Liability Insurance required is **\$20 million**. If your organisation is not insured, you will need to approach another organisation to sponsor your organisation so that you're covered under their Public Liability Insurance (such as your local council). You will be required to submit the Public Liability Certificate of currency at time of application.

Disclaimer

Submission of a Subsidy application form does not guarantee funding. Previous successful applications do not guarantee funding.

COTA Queensland accepts no responsibility for the event, irrespective of funding provided to support the event or activity, and irrespective of its listing on the Seniors Month website or other publications.

Organisations are responsible for meeting their duty of care and all other obligations to event participants, volunteers and other stakeholders. Event organisers should consider the safety of children, young people or other vulnerable people invited to their event.

Privacy policy

COTA Queensland is committed to protecting your privacy in accordance with the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. This policy describes our current policies and practices in relation to the handling and use of personal information.

COTA Queensland collects personal information to enable COTA Queensland to contact an organisation, and to assess the merits of an application.

COTA Queensland will collect and store information you provide to enable the implementation of this subsidy program. Any information you provide will be stored and accessed only by authorised personnel and is subject to the requirements of the Privacy Act 1988.

Applicants must ensure that people whose personal details are supplied with applications are aware of how this information will be used.

By disclosing information about your organisation or your sponsoring organisation, you give permission for your contact details:

- to be disclosed to the Queensland Government including Queensland Members of Parliament.
- to be used by COTA Queensland for promotion to the general public to access events, and related activities. This may include your email address and phone number provided by you at the time of completing an event registration form.
- to be contacted by COTA Queensland for future promotions.

COTA Queensland does not sell or offer your personal details to third party sources other than the above mentioned.

Access and corrections of your personal information

If you would like to seek access to, or revise, your personal information, or feel that the information we currently have on record is incorrect or incomplete, please contact us using the following contact details:

Phone: 07 3316 2999

Email: seniorsmonth@cotaqld.org.au

Making a complaint

If you believe that we have interfered with your privacy in our handling of your personal information, you may lodge a complaint by contacting us on the above contact details or in writing to:

Chief Executive
COTA Queensland
PO Box 15525
City East QLD 4000
Or by email to: info@cotaqld.org.au

We will respond as soon as possible and will try to resolve any complaint within 10 working days. If this is not possible, we will contact you within that time to let you know how long we estimate it will take to resolve your complaint. Any unresolved complaints should be referred to the Privacy Commissioner.

In Australia:

Office of the Australian Information Commissioner
GPO Box 5218 Sydney NSW 2001 www.oaic.gov.au

Glossary

Auspice or Auspicing

To 'auspice' means to provide support, sponsorship or guidance. The group or individual requiring support is known as the 'auspicee' and the incorporated organisation that auspices the group or individual is known as the 'auspicator'. When using an auspice arrangement, the relationship is often described as one where the auspicee will be carrying out the project 'under the auspices of' the incorporated organisation – the auspicator. The auspicator receives funding or enters into relevant agreements for the auspicee.

Certificate of Currency

A Certificate of Currency is a document confirming that your insurance policy is current and includes details of the sums insured, the policy type as well as the policy expiry date.

Expenditure

Expenditure is the act of spending money or time and it is something on which you spend money. An example of an expenditure is the money spent on catering, venue hire, or staff wages.

Income

Income is money (or something of the equivalent value) that your organisation receives in exchange for providing goods or services. The income section of the application budget could include sponsorship, cash or in-kind support contributions, and your organisations funds to support the event or activity. This can be confirmed or unconfirmed at time of application. Do include the subsidy amount you are applying for in the income of the application budget.

Public Liability

Public liability insurance is designed for professionals who interact with customers or members of the public. It protects against claims of personal injury or property damage that a third party suffers (or claims to have suffered) as a result of your business activities.

Queensland Regions

The seven regions used for categorising your application is based groupings of Local Government Areas (LGA). These regions are:

Brisbane		
	Brisbane	
Central Queensland		Fraser Coast
	Banana	Gladstone
	Barcaldine	Livingstone
	Barcoo	Longreach
	Blackall- Tambo	North Burnett
	Bundaberg	Rockhampton
	Central Highlands	South Burnett
	Cherbourg	Winton
	Diamantina	Worrabinda
South East		Logan

	Gold Coast	Redland
South West		
	Balonne	Paroo
	Bulloo	Quilpie
	Goondiwindi	Scenic Rim
	Ipswich	Somerset
	Lockyer Valley	Southern Downs
	Maranoa	Toowoomba
	Murweh	Western Downs
North Coast		
	Gympie	Noosa
	Moreton Bay	Sunshine Coast
North Queensland		
	Boulia	Isaac
	Burdekin	Mackay
	Burke	McKinlay
	Carpentaria	Mornington
	Charters Towers	Mount Isa
	Cloncurry	Palm Island
	Doomadgee	Richmond
	Flinders	Townsville
	Hinchinbrook	Whitsunday
Far North Queensland		
	Aurukun	Mapoon
	Cairns	Mareeba
	Cassowary Coast	Napranum
	Cook	Northern Peninsula Area
	Croydon	Pormpuraaw
	Douglas	Tablelands
	Etheridge	Torres Strait Island
	Hope Vale	Torres
	Kowanyama	Weipa
	Lockhart River	Wujal Wujal
	Yarrabah	

