

## Contents

Introduction.....	2
Key Dates.....	2
Contact information.....	3
Who can apply?.....	3
Eligibility .....	3
How to apply?.....	3
Before getting started you will need:.....	4
Subsidies can be spent on the following items:.....	4
The subsidy does not cover the following:.....	4
COVID Safe Events.....	4
2021 Program Objectives .....	5
How will applications be assessed?.....	5
Applications via sponsoring body (auspice) .....	6
Responsibilities of the auspicor.....	6
Terms and Conditions.....	6
Advertising and promotion .....	6
Funding requirements.....	6
Reporting requirements.....	7
Public Liability Insurance.....	7
Disclaimer.....	7
Frequently asked questions .....	7
Privacy policy.....	9
Access and corrections of your personal information .....	10
Making a complaint.....	10
Glossary .....	10
Auspice or Auspicing .....	10
Certificate of Currency .....	10
Expenditure .....	10
Income.....	11
Public Liability.....	11
Queensland Regions.....	11

## Introduction

Queensland Seniors Month will be held 1- 31 October 2021. Beginning on the United Nations International Day of Older Persons the month will end on National Grandparents Day.

This year Seniors Month is celebrating Social Connections, connecting people of all ages, cultures, and abilities through inclusive events and activities, celebrating the important and essential roles older people play in our communities.

Funded by the Queensland Government eligible applicants can apply for a share in \$100,000 to host events and activities.

All funded events and activities must be held in Queensland during October 2021 and application for a subsidy can be made online through SmartyGrants.

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.

## Key Dates

Stage	Date
Subsidy applications open	7 April 2021
Subsidy application closes	31 May 2021
Subsidy application assessed	June 2021
All applicants will be notified in writing	June 2021
Payment of successful subsidy applications	June 2021
Seniors Month – Social Connections	1-31 October 2021
International Day of Older Persons (IDOP)	1 October 2021
Grandparents Day	31 October 2021
Acquittal due for funded events and activities	Sunday 14 November 2021
COTA Queensland's final report to Queensland Government	Friday 26 November 2021

## Contact information

Queensland Seniors Month's is coordinated by COTA Queensland on behalf of the Queensland Government.

For more information about the program please:

**Email** [seniorsmonth@cotaqld.org.au](mailto:seniorsmonth@cotaqld.org.au) **phone** 07 3316 2999 or 1300 738 348 or **visit** [www.qldseniorsmonth.org.au](http://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.

Eligible organisations can apply for up to \$1,000 and MUST be matched dollar for dollar by the organisation's own resources. This can include:

- sponsorship,
- cash or in-kind support contributions such as venue hire, volunteers, equipment, and supplies
- organisational contributions covering the operational costs including staff wages.

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

## Eligibility

All eligible applicants must:

- be located and service Queensland.
- a registered charity, incorporated association, limited by guarantee company and hold public liability insurance of a minimum of \$20 million.
  - If your organisation is not any of the above, or does not have \$20 million in public liability insurance, the applicant can be auspiced (sponsored) by an organisation that meets the above criteria or local council. Read more about applications via auspicing on page 6.
- be able to demonstrate alignment between the event or activity and the 2021 Program Objectives.
- Be able to demonstrate financial viability through a comprehensive budget.

All funded events and activities must be held during October 2021 and meet the criteria outlined in the criteria table listed further in this document.

## How to apply?

We use an online grants management system called SmartyGrants. All applications and acquittals are to be completed at [qldseniorsmonth.smartygrants.com.au](http://qldseniorsmonth.smartygrants.com.au). You can sign up for a free account or use your existing account to login and apply.

**Applications open at 9am Thursday 1 April 2021 and close 11:59pm Monday 31 May 2021.**

## **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/](http://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 with the application.
- Clear details of your event, location, the cultural and social outcomes aligning to the program objectives, estimated number of attendees and target audience.
- A budget including your income and expenditure. **\*Tip** – your income and expenditure sections must equal the same amount. Please include the amount you are applying for as unconfirmed funding in the income section.

**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.**

**One application per event**, this includes applicants who are working in partnership with other organisations.

## **Subsidies can be spent on the following items:**

- Venue hire,
- Catering,
- Guest speakers, entertainment, musicians, artists, workshop facilitators,
- Temporary instructors and tutors engaged specifically for the event,
- Transport to and from the event,
- Marketing and advertising of the event,
- Tools and resources specific to the event or activity. Such as art or cooking supplies.

## **The subsidy does not cover the following:**

- The same activity twice. Two organisations cannot apply for the same event or activity.
- Staff wages and organisational running costs,
- Administration fees including phone and postage charges,
- Any activity that is commercial resulting in a profit,
- Capital works including building upgrades,
- Collateral items including banners, signage, flags, cloth napkins, and crockery,
- Permanent equipment or software purchases such as computers, tablets, and software and database programs,
- Gifts of any sorts,
- Raffle and door prizes.

## **COVID Safe Events**

Successful applicants are responsible for ensuring all events and activities comply and are delivered in a COVID Safe manner. For more information on COVID Safe Events visit [www.covid19.qld.gov.au/government-actions/covid-safe-events](http://www.covid19.qld.gov.au/government-actions/covid-safe-events).

## 2021 Program Objectives

The five objectives of Queensland Seniors Month 2021 are:

1. Connect older Queenslanders to inclusive events and activities by producing culturally inclusive, intergenerational or lifestyle events/activities for older Queenslanders in their communities.
2. Create opportunities for older Queenslanders to continue to participate in activities beyond Queensland Seniors Month.
3. Challenge ageist attitudes and reframe the conversation around ageing.
4. Enable 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 Islander peoples,
- South Sea Islander peoples,
- People from Culturally and Linguistically Diverse (CALD) backgrounds,
- Lesbian, Gay, Bisexual, Transgender, Intersex (LGBTI) 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 six state regions (see Queensland Regions at the end of this document) and against the criteria listed in the table below.

### Application Criteria:

Criteria	Details	Weighting
Innovation	<p>Creativity of the event or activity that embodies the spirit of social connection that:</p> <ul style="list-style-type: none"><li>• can developed into ongoing programs beyond the celebration.</li><li>• are new to the host organisation.</li><li>• include the use of technology.</li><li>• enhance a sense of identity and belonging among local community members.</li><li>• encourage healthier communities and active lifestyles.</li><li>• contribute to safer communities.</li></ul> <p>Hint: record this information in the <b><i>Tell us about your event</i></b> section of the application.</p>	25%
Engagement	<p>How will funding support engagement with previous and new audiences?</p>	25%

	How will your event address accessibility for culturally and geographically diverse audiences, participants, and communities or to a specific target group?	
Impact - The event or activity must clearly be aligned to at least 1 of the 5 program objectives.	<p>What are the social and cultural outcomes you will achieve by hosting this event/ activity?</p> <p>What on-going social benefits and/or positive legacy will be provided to Queensland communities and how?</p> <p>How will the funding provide opportunities to partnership/collaboration in your community?</p> <p>How will the funding support inclusive and diverse community involvement?</p>	50%

## Applications via sponsoring body (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.

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

### Responsibilities of the auspisor

- 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 auspisors Public Liability Insurance,
- **Acquit the funding as required by COB Friday 5 November 2021.**

## 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 events calendar.

### Funding requirements

The purpose of the subsidy is to provide some seed funding to support to host events and activities held during October 2021, not to fund usual activities, the total cost, or the day-to-day operations of applying organisations.

**One application per event**, this includes applicants who are working in partnership with other organisations. Only one eligible application will be progressed to the panel for review.

Separate applications and acquittals are required for each event you are seeking funding to support. If your event /activity spans over more than one day, only one application is required.

The subsidy recipient will take sole responsibility of the event or activity including COVID safe planning and management.

## **Reporting requirements**

Successful applicants must complete and submit an Evaluation Acquittal **through SmartyGrants by Sunday 14 November 2021**.

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**

All applicant organisations 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.

Successful applicants 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.

Successful applicants are responsible for ensuring all events and activities comply and are delivered in a COVID Safe manner. For more information on COVID Safe Events visit [www.covid19.qld.gov.au/government-actions/covid-safe-events](http://www.covid19.qld.gov.au/government-actions/covid-safe-events).

## **Frequently asked questions**

### **What are the dates of Seniors Month?**

Held in October, commencing on Friday 1 October 2021, observing the first day as the International Day of Older Persons (IDOP), and will conclude on Grandparents Day Sunday 31 October 2021.

### **Is Seniors Month a national event?**

No, the states and territories celebrate Seniors Months and Weeks at different times of the year and for various lengths of time. Making Queensland Seniors Month, unique to Queenslanders.

### **Why did you change the dates, wasn't it always held in August?**

The very first Seniors Week (Old People's Week as it was known in 1960) commenced on the 6 October 1960. Over the decades the celebration has been held from July to October with it more recently being held in August.

By moving the dates to October, we can align the start of the month with the International Day of Older Persons highlighting the importance and diversity of older Queenslanders and end on Grandparents Day in 2021.

### **What is the theme?**

This year Seniors Month is celebrating **Social Connections**, connecting people of all ages, cultures, and abilities through inclusive events and activities, celebrating the important and essential roles older people play in our communities.

### **What kind of event can I host?**

By creating Social Connections during Seniors Month, we are connecting people through inclusive events and activities.

These could include:

- Music and concerts
- Food
- Art
- Dance
- Story sharing
- Trivia and games
- Forums
- Walks and fun runs
- Come and Try Days
- Sports
- Technology

### **What age is a senior?**

Age 50 and older for Indigenous Australians and 65 and older for non-Indigenous Australians.

### **Can I invite people who are not seniors to my event?**

Of course! Queensland Seniors Month is all about bringing people of all ages, cultures, and abilities together.

### **Who is responsible for the COVID safe plan?**

All event organisers must complete a COVID safe plan for each event they are hosting in line with Queensland Health's directives at the time.

### **I want to hold my event outside of October, can I apply for a subsidy?**

No, to be eligible to apply your events and activities must be held during Queensland Seniors Month, 1-31 October 2021.

### **Can multiple applications be submitted for an event?**

Whilst we greatly encourage partnerships, two or more organisations **cannot** apply for funding for the same event or activity.

### **I am a sole trader of a private business, can I apply?**

No. As per the subsidy guidelines subsidies are open to not-for-profit, charitable and community organisations, schools, local government and libraries based and delivering services in Queensland.

**How detailed does my budget need to be?**

To be successful in event management it is important to understand what you will need to host your event or activity, how much it is going to cost, and how you will cover those costs.

**\*Tip** - Record the subsidy amount you are applying for as unconfirmed funding in the income section. Your income and expenditure sections should equal the same amount.

**If successful when will I know and receive payment?**

We will be notifying all applicants in June 2021 with payments to be released shortly after notification.

**Do I really have to use the Queensland Government and COTA Queensland logos?**

Yes, if successful you are required to use the logos on all marketing materials **and** acknowledge the funding verbally at your event or activity.

**Where do I get the logos?**

All logos will be supplied to successful applicants when notified of their success by COTA Queensland.

**Where do I find the acquittal?**

All successful applicants are required to acquit their events using the online acquittal form through SmartyGrants. The link to the acquittal will be sent to all successful applicants when notified of their success by COTA Queensland.

## 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@cotaql.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

GPO 614

Brisbane QLD 4000

Or by email to: info@cotaql.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](http://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 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 six regions used for categorising your application is based on the Department of Aboriginal and Torres Strait Islander Partnerships. Please note Far North Queensland includes the Torres.

These regions are:

<b>Far North Queensland</b>	
Aurukun	Cairns
Cassowary Coast	Cook
Croydon	Douglas
Etheridge	Hope Vale
Kowanyama	Lockhart River
Mapoon	Mareeba
Napranum	Northern Peninsula Area
Pormpuraaw	Torres
Torres Strait Island	Weipa
Wujal Wujal	Yarrabah
<b>North Queensland</b>	
Boulia	Burdekin
Burke	Carpentaria
Charters Towers	Cloncurry
Doomadgee	Flinders
Hinchinbrook	Isaac
Mackay	McKinlay
Mornington	Mount Isa
Palm Island	Richmond
Townsville	Whitsunday
<b>Central Queensland</b>	
Banana	Barcaldine
Barcoo	Blackall- Tambo
Bundaberg	Central Highlands
Cherbourg	Diamantina
Fraser Coast	Gladstone
Livingstone	Longreach

North Burnett	Rockhampton
South Burnett	Winton
Woorabinda	
<b>South East North</b>	
Brisbane	Gympie
Moreton Bay	Noosa
Redlands	Somerset
Sunshine Coast	
<b>South East South</b>	
Logan	Gold Coast
Scenic Rim	
<b>South West</b>	
Balonne	Bulloo
Goondiwindi	Ipswich
Lockyer Valley	Maranoa
Murweh	Paroo
Quilpie	Roma
Southern Downs	Toowoomba
Western Downs	

