Queensland Seniors Month2023 Grant Guidelines

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Introduction

Queensland Seniors Month will be held 1- 31 October 2023. Beginning on the United Nations International Day of Older Persons (Saturday 1 October) and including the celebration of National Grandparents Day on Sunday 29 October 2023.

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 up to $2,000, sharing in $100,000 to host events and activities.

All funded events and activities must be held in Queensland during October 2023 and application for grant 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
Grant applications open	Wednesday 1 March 2023
Grant application closes	Sunday 30 April 2023
Grant application assessed	May 2023
All applicants will be notified in writing	June 2023
Payment of successful Grant applications	June 2023
Seniors Month – *Social Connections*	1-31 October 2023
International Day of Older Persons (IDOP)	1 October 2023
National Grandparents Day	29 October 2023
Acquittal due for funded events and activities	Sunday 12 November 2023
COTA Queensland's final report to Queensland Government	Thursday 30 November 2023

Contact information

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

For more information about the program contact Lisa Hodgkinson by:
Email seniorsmonth@cotaqld.org.au **phone** 07 3316 2908 or **visit** www.qldseniorsmonth.org.au

Who can apply?

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

Eligible organisations can apply for up to $2,000 and supported by the applicant.
This could 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 in and service Queensland.
- be a registered charity, incorporated association, or limited by guarantee company.
- hold public liability insurance of a minimum of $20 million.
- be able to demonstrate alignment between the event or activity and the 2023 Program Objectives.
- be able to demonstrate financial viability through a comprehensive budget.
- follow the current health directives.

If your organisation is not any of the above, or does not have $20 million in public liability insurance, you could seek auspiced (sponsored) arrangement with an organisation that meets the above criteria or local council. Read more about applications via auspicing on page 6.

All funded events and activities must be held during October 2023 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. You can sign up for a free account or use your existing account to login and apply.

Applications will open at 9am Wednesday 1 March and will close at 11:59pm Sunday 30 April 2023.

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 must be submitted 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. 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.

Grants 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 grant does not cover the following:
- The same activity twice, i.e. 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

Event organisers are responsible for ensuring their events and activities comply and are delivered in a COVID Safe manner in alignment with the Public Health Direction at the time of the event. For more information on COVID Safe Events visit www.covid19.qld.gov.au/government-actions/covid-safe-events.

2023 Program Objectives

The five objectives of Queensland Seniors Month 2023 are:

1. Change traditional perceptions on ageing. Advancements in medicine and technology have enabled seniors to live longer with the opportunity to contribute to their communities.
2. Connect older Queenslanders to inclusive events and activities by producing culturally inclusive, intergenerational or lifestyle events/activities for Queenslanders in their communities.
3. Create opportunities for older Queenslanders to continue to participate in activities beyond Queensland Seniors Month.
4. Encourage 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.

Approved 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	Creativity of the event or activity that embodies the spirit of social connection that: • can developed into ongoing programs beyond the celebration. • 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. Hint: record this information in the ***Tell us about your event*** section of the application.	**25%**
Engagement	How will funding support engagement with previous and new audiences?	**25%**
	How will your event address accessibility for culturally and geographically diverse audiences, participants, and communities or to aspecific target group?	
Impact - The event or activity mustclearly be aligned to at least 1 of the5 program objectives.	What are the social and cultural outcomes you will achieve by hosting this event/ activity? What on-going social benefits and/or positive legacy will be provided to Queensland communities and how? How will the funding provide opportunities to partnership/collaboration in your community? How will the funding support inclusive and diverse community involvement?	**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, oranother organisation.

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

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

Responsibilities of the auspicor
- o Accept the grant payment on behalf of the auspicee,
- o Pay the grant to the auspicee in accordance with the grant application,
- o Enable the auspicee to utilise the auspicors Public Liability Insurance,
- o **Acquit the funding as required by COB Sunday 12 November 2023.**

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 grant is to provide some seed funding to support hosting of events and activities held during October 2023, not to fund usual activities, the total cost, or the day-to-day operations ofapplying 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. Ifyour event /activity spans over more than one day, only one application is required.

The grant recipient will take sole responsibility for the event or activity including COVID safe planningand management.

Reporting requirements

Successful applicants must complete and submit an Evaluation Acquittal **through SmartyGrants by Sunday 12 November 2023.**

If an acquittal is not received by the due date, COTA Queensland may deem the event to not 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 Grant application form **does not** guarantee funding. Likewise 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 ina COVID Safe manner. For more information on COVID Safe Events visit 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 Sunday 1 October 2023, observing the first day as the InternationalDay of Older Persons (IDOP), and will include celebrating National Grandparents Day on Sunday 29 October 2023.

Is Seniors Month a national event?
No, the states and territories celebrate Seniors Months and Weeks at different times of the year andfor 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 morerecently being held in August.

In 2021 we celebrated the first Queensland Seniors Month, held in October. By moving the dates to October, we align the start of the month with the International Day of Older Persons highlighting the importance and diversity of older Queenslanders, as well as celebrating National Grandparents Day on the last Sunday of the month.

In addition, October is outside of the traditional flu season allowing people the opportunity to celebrate in a healthier time of year.

What is the theme?
We are continuing to celebrate *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?
Older Queenslanders are diverse and have a range of interests. We've asked the question *'what kinds of events and activities would you like to attend in future years?'* and the responses are below:

- Music and concerts
- Live entertainment
- Wellbeing expos
- Cooking classes
- Art classes and workshops
- Dances and dance classes
- Outdoor theatre
- Cinema days
- Story sharing
- Trivia and games
- Forums
- Excursions and bus trips
- Walks and fun runs
- Come and Try Days
- Sports
- Technology classes
- Opportunities to make new friends

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 abilitiestogether.

I want to hold my event outside of October, can I apply for a grant?
No, to be eligible to apply your events and activities must be held during Queensland Seniors Month,1-31 October 2023.

Can multiple applications be submitted for an event?
Whilst we greatly encourage partnerships, two or more organisations **cannot** apply for funding forthe same event or activity.

I am a sole trader of a private business, can I apply?
No. As per the grant guidelines grants are open to not-for-profit, charitable and community organisations, schools, local government, and libraries based in and delivering services in Queensland.

How detailed does my budget need to be?
To successfully manage your event, it is important to understand what you will need to host yourevent or activity, how much it is going to cost, and how you will cover those costs. We do not require single line items for each of your individual expenditures, but it should be clear to the assessment panel that you have thought about your events needs and that you have matched the grant amount requested for the approved items listed on page 4.

*Tip - Record the grant amount you are applying for as unconfirmed funding in the incomesection. 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 2023 with payments to be released shortly after notification.

What are conditions if funded?
If successful you are required to use the State Governement Crest and COTA Queensland logo on all marketing materials, including digital, **and** acknowledge thefunding 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 COTAQueensland.

Where do I find the acquittal?

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

Privacy policy

COTA Queensland is committed to protecting your privacy in accordance with the Privacy Act 1988 andamended 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 grant 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 ofhow 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 atthe 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 contactdetails:

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
> GPO 614
> Brisbane 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 thisis

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 CommissionerGPO
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 'auspicor'. When using an auspice arrangement, the relationship is oftendescribed as one where the auspicee will be carrying out the project 'under the auspices of' the incorporated organisation – the auspicor. The auspicor 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 includesdetails of the sums insured, the policy type as well as the policy expiry date.
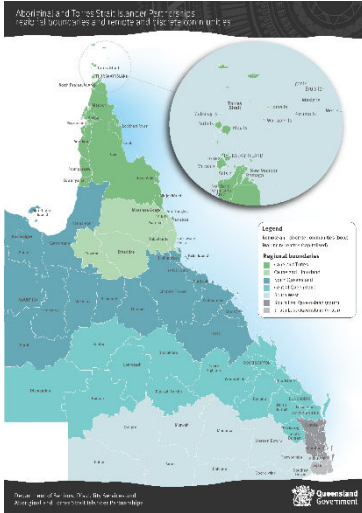
Expenditure
Expenditure is the act of spending money or time, and it is something on which you spend money.An example of an expenditure is catering, venue hire, or staff wages.

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 eventor activity. This can be confirmed or unconfirmed at time of application. Do include the grant 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 Cape and Torres, Cairns and Hinterland.

Click on the map to view a full size version of the map and find locations and contact details for regional service centres. (External to DSDSATSIP website)

These regions are:

Far North Queensland	
Aurukun	Cairns
Cassowary Coast	Cook (including Coen and Laura)
Croydon	Douglas
Etheridge	Hope Vale
Kowanyama	Lockhart River
Mapoon	Mareeba
Mossman Gorge	Napranum
Northern Peninsula Area	Pormpuraaw
Tablelands	Torres Shire
Torres Strait Island	Weipa
Wujal Wujal	Yarrabah
North Queensland	
Boulia	Burdekin
Burke	Carpentaria
Charters Towers	Cloncurry
Doomadgee	Flinders
Hinchinbrook	Isaac
Mackay	McKinlay
Mornington Island	Mount Isa
Palm Island	Richmond
Townsville	Whitsunday
Central Queensland	
Banana	Barcaldine
Barcoo	Blackall- Tambo
Bundaberg	Central Highlands
Cherbourg	Diamantina
Fraser Coast	Gladstone
Livingstone	Longreach
North Burnett	Rockhampton
South Burnett	Winton
Woorabinda	

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