Queensland Seniors Month 2024 Grant Guidelines

Contents

Introduction

Love getting older in Queensland.

Share your love this October with the return of Queensland Seniors Month.

The month-long celebration, held from 1—31 October, will promote positive community attitudes towards older people and ageing, provide opportunities for community participation to enhance community connections, and celebrate older Queenslanders and their ongoing contribution to the state—whether as volunteers or in the workforce, community leaders or carers, grandparents, or advocates.

Seniors Month is all about increasing the social connectedness of older people and their communities, and we want older people to be:
- connected to their communities and the important people in their lives.
- cared for and supported if care and support are needed.
- celebrated as valued community members.

Show your love for older Queenslanders by planning and hosting inclusive events and activities and supporting older Queenslanders to share what they love, such as their:
- Love for connections,
- Love for sport, recreation, and the outdoors,
- Love for family and friends,
- Love for contributing to their community,
- Love for learning,
- Love for caring for others; and
- Love for volunteering.

Seniors Month begins on the United Nations International Day of Older Persons (Tuesday 1 October) and includes the celebration of National Grandparents Day on Sunday 27 October 2024.

The Seniors Month Grant program is funded by the Queensland Government. The total funding allocated to this program is $100,000.

Eligible applicants **can apply for a grant up to $2,000** to host events and activities.

All funded events and activities must be held in Queensland during October 2024.

Applications for grants can be made online through SmartyGrants qldseniorsmonth.smartygrants.com.au.

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.

This program supports the building of Age-friendly communities in Queensland.

An age-friendly community encourages people of all ages to take part in community activities. People are treated with respect, regardless of their age. They can stay in touch with people they care about and find the services and support they need if they need it. Age-friendly communities are more liveable for everyone. The added benefits include helping people to live in their homes for longer and to be more involved in their communities.

Key Dates

Stage	Date
Grant applications open	Friday 1 March 2024
Grant application closes	Monday 15 April 2024
Grant application assessed	May 2024
All applicants will be notified in writing	May 2024
Payment of successful Grant applications	May 2024
Queensland Seniors Month	1-31 October 2024
International Day of Older Persons (UNIDOP)	Tuesday 1 October 2024
National Grandparents Day	Sunday 27 October 2024
Acquittal due for funded events and activities	Monday 11 November 2024

Contact information

Queensland Seniors Month is coordinated by Council on the Ageing (COTA) Queensland on behalf of the Queensland Government. **Email** seniorsmonth@cotaqld.org.au or **visit** www.qldseniorsmonth.org.au

Who can apply?

Grants are open to the following who are based and deliver services in Queensland:
- Not-for-profit.
- Charitable and community organisations.
- Schools.
- Local government.
- Libraries.

Eligible organisations can apply for **up to $2,000** and can be supported by added funding sources such as:
- Sponsorship.
- Cash or in-kind support contributions such as venue hire, volunteers, equipment, and supplies.
- Organisations making their own contribution to cover operational costs including staff wages.

* Individuals, sole traders, federal and state government agencies are not eligible to apply.

What you can spend your grant on:
- 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.

What you cannot spend your grant on:
- 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.
- 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 anddatabase programs.
- Gifts of any sorts.
- Raffles and door prizes.

Eligibility

All eligible applicants must:
- be in Queensland.
- be a registered charity, incorporated association, or company limited by guarantee.
- hold public liability insurance of a minimum of $20 million.
- demonstrate alignment between the event or activity and the 2024 program objectives.
- 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 an auspiced (sponsored) arrangement with an organisation that meets the above criteria or your local council. Read more about applications via auspicing on page 7.

All funded events and activities must be held during October 2024 and meet the criteria outlined in the criteria table listed further in this document.

Example 1:

Happy Community Group is partnering with Local Anywhere Council to host an Expo.

As they are delivering one event in partnership, they will have to decide which one of them will apply for the funding, as only one organisation can apply. This means the largest amount of funding they can apply for is $2,000.

Example 2:

Happy Community Group is applying for a grant to support their Expo, but they only have $5 million in Public Liability Insurance.

Happy Community may enter an auspicing arrangement with a larger eligible organisation that authorises the extension of their public liability insurance to Happy Community Group.

Example 3:

Happy Community Group is wanting to purchase iPads to support their digital literacy program.

This falls outside of the use for the grant funding and as such the grant application will be deemed ineligible. This would be better suited for the Gambling Community Benefit Fund. Click on this link to find out more about the Gambling Community Benefit Fund.

Example 4*:*

Happy Community Group are planning a dance at their centre and will need extra staff to assist on the day and are wanting to use the grant to pay staff wages.

This falls outside of the use of the grant funding, and they will need to make other arrangements for staff wages on the day. If specialist supports are needed for the day, this can be negotiated.

2024 Program Objectives

The three objectives of Queensland Seniors Month 2024 are for Queensland Seniors to be:

1. **Connected** to their community through inclusive events that are culturally inclusive, intergenerational, with opportunities to continue to learn through community education, lifelong learning, and digital literacy beyond Seniors Month.
2. **Cared for** and supported through the discovery of supports and services, and events that encourage older Queenslanders to live active and healthy lives with improved physical and mental wellbeing.
3. **Celebrated** for the contribution they make as workers, volunteers, carers, and community leaders.

Approved events and activities should be inclusive of all, and accessible to all older people including:

- Aboriginal, Torres Strait Islander peoples.
- South Sea Islander peoples.
- People from Culturally and Linguistically Diverse (CALD) backgrounds.
- People who identify as Lesbian, Gay, Bisexual, Transgender, Intersex (LGBTI).
- People with disability.

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 Friday 1 March and will close at 11:59pm Monday 15 April 2024.
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 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 organisation's or auspicing organisation's Public Liability Certificate of Currency showing the insured coverage amount as $20 million or more.
- Your organisations bank account details. **If successful you will be required to verify your bank account details.**
- clear details of your event, location, alignment 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. Your income and expenditure amounts should be equal numbers.

Note:
- **One application per event,** this includes applicants who are working in partnership with other organisations.
- Acquittals are required for all funded events and activities.

Acquittals are due no later than **Monday 11 November 2024**.

How will your application 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.

Application Criteria

Criteria	Details	Weighting
Engagement	How will the funding support engagement with your target audience(s)?	**25%**

Impact	The three objectives of Queensland Seniors Month 2024 are for Queensland Seniors to be:
	
	• **Connected** to their community through inclusive events that:
	   ○ are culturally inclusive.
	   ○ are intergenerational.
	   ○ provide opportunities to continue to learn through community education, lifelong learning, and digital literacy.
	   ○ provide connections beyond Queensland Seniors Month.
	• **Cared for** and supported through the discovery of:
	   ○ supports and services.
	   ○ events that encourage older Queenslanders to live active and healthy lives with improved physical and mental wellbeing.
	• **Celebrated** for the contribution they make as:
	   ○ workers.
	   ○ volunteers.
	   ○ carers.
	   ○ community leaders.
	
	How will the funding support inclusive and diverse community involvement?
	
	Will there be ongoing social benefits and/or positive legacy beyond Seniors Month?
		50%

Innovation	Creativity of the event or activity that embodies the spirit of *'Love Getting Older in Queensland'* that: • enhances the sense of identity and belonging among local community members. • encourages healthier communities and active lifestyles. • contributes to safer communities. • can be developed into ongoing programs beyond Seniors Month. **Hint:** record this information in the *Tell us about your event* section of the application.	**25%**

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 grant applications, COTA Queensland's primary relationship will be with the auspicing organisation, as they are responsible and accountable for the management of the grant.

Responsibilities of the auspicing organisation

- Accept the grant payment on behalf of the auspicee.
- Pay the grant to the auspicee in accordance with the grant application.
- Enable the auspicee to use the auspicing organisation's Public Liability Insurance.
- **Acquit the funding as required by Monday 11 November 2024.**

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.

Logos for acknowledgment will be supplied in addition to an Amplification Pack for you to use to promote Seniors Month and your event(s).

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 2024, 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 needed.

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

Reporting requirements

Successful applicants must complete and submit an Evaluation Acquittal **through SmartyGrants by Monday 11 November 2024.**

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

Public Liability Insurance

All applicants must hold 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 are 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, and after renewal if applicable.

Disclaimer

Submission of a Grant application form **does not** guarantee funding. Likewise previous successful applications **does 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 with active health directions.

Frequently asked questions

What are the dates of Seniors Month?
Held in October, commencing on Sunday 1 October 2024, observing the first day as the United Nations International Day of Older Persons (UNIDOP), and including National Grandparents Day on Sunday 27 October.

Is Seniors Month a national event?
No, the states and territories celebrate Seniors Months and Weeks at various 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 6 October 1960. Over the decades the celebration has been held from July to October.

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 kind of events do people host?
Older Queenslanders are diverse and have a range of interests. We have asked the question *'what kinds of events and activities would you like to attend in future years?'* and the responses are listed below:

- Art classes and exhibitions.
- Cinema days.
- Classic car days.
- Come and try days.
- Cooking classes.
- Dances and dance classes.
- Excursions, tours, and bus trips.
- Expos.
- Fitness classes ranging from aqua aerobics to Zumba.
- Forums.
- Gardening classes and demonstrations.
- Information days.

- Lawn bowls.
- Live entertainment.
- Meetups.
- Music and concerts.
- Outdoor theatre.
- Sports.
- Story sharing.
- Technology classes.
- Tennis and pickleball.
- Trivia and games.
- Walks and fun runs.
- Workshops, and more.

What age is a senior?
Age 50 and older for First Nations Australians and people aged 65 and older.

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.

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 2024.

Can multiple applications be submitted for an event?
Whilst we 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 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 your event 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 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 2024 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 logos on all marketing materials, including digital, **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 from 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 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 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 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 theabove 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 2908
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 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 'auspicor.' When using an auspice arrangement, the relationship is often described as one where the auspicee will be conducting 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 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 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

All grant applications are grouped into seven regions based on the location of the venue.

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
Napranum	Northern Peninsula Area
Pormpuraaw	Tablelands
Torres Strait Island	Torres Shire
Weipa	Wujal Wujal
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 City	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	Southern Downs
Toowoomba	Western Downs
Statewide	
Online events	