Council on the Ageing
Queensland

Seniors Month Community Event Grant Guidelines 2025

Contents

About Queensland Seniors Month

Queensland Seniors Month returns in October 2025.

Seniors Month begins on the United Nations International Day of Older Persons (Wednesday 1 October) and includes the celebration of National Grandparents Day on Sunday 26 October 2025.

The month-long celebration promotes 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. Show your support for older Queenslanders by planning and hosting inclusive events and activities for older Queenslanders.

Council on the Ageing 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](#).

Contact Information

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

1. Community Event Grant Program Objectives

Queensland Seniors Month 2025 aligns with An Age-Friendly Queensland: The Queensland Seniors Strategy 2024–2029 envisions a community where older Queenslanders are**:**

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** in their community and challenging ageism and age bias.

Target groups

Seniors Month Community Event Grants target older people in Queensland.
Approved events and activities should be inclusive of all, and accessible to all older people including:

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

Funding available

Funded by the Queensland Government, **eligible applicants can apply for up to $2,000** (with one application per organisation) sharing in a grant pool of $100,000 to host events and activities.

Eligible organisations can be supported by additional 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.

All funded events and activities must be held in Queensland during October 2025 and **applications for grants can be made online through SmartyGrants** – qldseniorsmonth.smartygrants.com.au.

Key Dates

Grant applications open	Monday 17 February 2025
Grant application closes	Friday 28 March 2025
Grant application assessed	During April 2025
All applicants will be notified in writing	May 2025
Payment of successful Grant applications	By 30 June 2025
Queensland Seniors Month	1-31 October 2025
International Day of Older Persons (UNIDOP)	Tuesday 1 October 2025
National Grandparents Day	Sunday 26 October 2025
Acquittal due for funded events and activities	Wednesday 12 November 2025

2. What will and will not be funded

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
- General staff wages and organisational running costs
- Administration fees including phone and postage charges
- Capital works including building upgrades
- Permanent equipment or software purchases such as computers, tablets, and software
- Gifts of any worth/value, and
- Raffles and door prizes.

3. Eligibility criteria

Who can apply?

Grants are open to the following who are based in and delivering services in Queensland, such as:

- Not-for-profit organisations
- Local Government
- Charitable and community organisations
- Schools
- Libraries

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

All eligible applicants must:

- be located in Queensland
- be a registered charity, incorporated association, or limited by guaranteed company
- hold public liability insurance of a minimum of $20 million (current and ongoing)
- demonstrate alignment between the event or activity and the 2025 program objectives
- be able to demonstrate financial viability through a 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 auspice (sponsored) arrangement with an organisation that meets the above criteria or your local council. Read more about applications via auspicing on page 8.

All funded events and activities must be held during October 2025 and meet the criteria outlined in the selection criteria outlined in this document.

Example 1:

Happy Community Group is partnering with Local Anywhere Council to host a Seniors Expo. As both organisations are partnering to deliver one event, they will have to decide organisation will apply for the funding. The maximum amount of funding they can apply for is $2,000.

Example 2:

Happy Community Group is applying for a grant to support their Seniors Expo, but they only have $5 million in Public Liability Insurance, and they do not meet the minimum required amount of $20 million, to be eligible to apply for a grant. To be eligible to apply for a grant Happy Community Group would need to seek an auspice arrangement with an eligible organisation, authorising the use of their Public Liability Insurance.

Example 3:

Happy Community Group wants to purchase iPads to support their digital literacy program. This falls outside of the use for the grant funding because grant funding cannot be used to purchase permanent equipment or software. Happy Community Group could seek funding through other community grants programs.

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.

4. 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 Monday 17 February 2025 and will close at 11:59pm Friday 28 March 2025.

Before getting started you will need:

- Your SmartyGrants login details
  - o If you do not have an existing login, you can create a free account by registering your details.
- Your ABN or ACNC number
  - o 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 insurance coverage of $20 million or more
- Clear details of your event, location, alignment to the program objectives (Queensland Seniors Strategy), expected number of attendees, target audience, open to the public, or not, previous funding received (yes/no) and if you already receive Queensland Government Funding
- A draft budget
- Bank Verification Details (via Bank Payment Slip).

Note:
- **One application per organisation,** this includes applicants who are working in partnership with other organisations.
- **Acquittals are required for all funded events and activities (no financial acquittal is required)**.
- **Acquittals are due no later than close of business on Wednesday 12 November 2025.**

5. How will your application be assessed?

Council on the Ageing Queensland will assess applications grouped into six state regions (see Queensland Regions at the end of the document) and against the criteria listed in the table below.

- Only **ONE** application per organisation
- Applicants are advised that preference for funding will be given to those organisations whose proposed events:
  - ➢ strongly align to the Queensland Seniors Strategy objectives

> ➢ provide a greater reach of attendance
> ➢ are open to the general public
> ➢ support inclusion and diversity.
- Applicants are advised that preference for funding will be given to those organisations that
  - ➢ do not already receive funds from the Queensland Government, and
  - ➢ were not funded by this grant in 2024.

Grants will be awarded to ensure a distribution of funding across each of the six Queensland regions (Central, Far North, North, Southeast North, Southeast South, and Southwest Queensland) with appropriate consideration given to rural, regional and remote areas. A representative from Department of Families, Seniors and Disability Services and Child Safety, as the funding body of the Queensland Seniors Month grants program, will be involved in the grants assessment as an independent observer to the assessment process.

Application Criteria

Criteria	Details	Weighting

Alignment with the Queensland Seniors Strategy 2024 to 2029	The three objectives of Queensland Seniors Month 2025 are for Queensland Seniors to be:
	
	• **Connected** to their community through inclusive events that:
	  o Are culturally inclusive
	  o Are intergenerational
	  o Provide opportunities to continue to learn through community education, lifelong learning, and digital literacy
	  o Provide connections beyond Queensland Seniors Month
	• **Cared for** and supported through the discovery of:
	  o Supports and services
	  o Events that encourage older Queenslanders to live active and healthy lives with improved physical and mental wellbeing
	• **Celebrated** for the contribution they make as:
	  o Workers
	  o Volunteers
	  o Carers and/or
	  o Community Leaders
	
	Some of the things you may wish to consider are:
	
	• The creativity of the event and/or activity
		50%

	• How will your event align with the objectives and what outcomes are you hoping to achieve by hosting this event/activity? • Will there be ongoing social benefits and/or positive legacy beyond Seniors Month? • Will the grant funding provide future opportunities for partnership and collaboration within your community? • How will the funding support inclusivity and diversity involvement in your community?	
Engagement	• Attendance Numbers • Will your event be open to the general public? • Is your event promoting Inclusion and Diversity in your community • How will the funding support engagement with your target audience (s)	30%
Financial	• Did you receive Queensland Seniors Month Grant Funding in the previous year (2024)? • Do you currently receive any funding from the Queensland Government? • Have you developed a Draft Budget for your event? **Please note, to ensure a diverse mix of events across the State, year on year, priority will be given to organisations who DID NOT receive Queensland Seniors Month funding in 2024.**	20%

6. Applications via a 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, Council on the Ageing Queensland's primary relationship will be with the auspicor, as they are responsible and accountable for the management of the grant.

Responsibility of the Auspicor

• 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 auspicor's Public Liability Insurance (current and to end of October 2025)
- **Acquit the funding (non-financial) as required by COB Wednesday 12 November 2025.**

7. Terms and Conditions

7.1 Advertising and Promotion

All successful applicants must acknowledge the funding of the Queensland Government and the support of Council on the Ageing Queensland on all written, printed, and digital marketing materials using supplied logos and verbally at your event (s).

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.

7.2 Funding Requirements

The purpose of the Seniors Month Community Event grant is to provide some seed funding to support organisations hosting events and activities held during October 2025, **NOT** to fund the usual day to day activities of applying organisations.

Only one application per organisation is permitted.

This includes applicants who are working in partnership with other organisations. Only one eligible application will be progressed to the panel for review.

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 and/or activity including COVID safe planning and management.

7.3 Reporting Requirements

Successful applicants must complete and submit an Evaluation Acquittal **through SmartyGrants by close of business Wednesday 12 November 2025.**

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

7.4 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 the time of your application. In addition, should your Public Liability Insurance run out before October 2025, you will be responsible for supplying Council on the Ageing Queensland with an updated Public Liability Insurance Certificate of Currency document at your earliest convenience. As above, all organisations and events must be covered by Public Liability Insurance of $20 million.

7.5   Disclaimer

Submission of a Grant application form does not guarantee funding. Also, previous successful applications **DOES NOT** guarantee funding (a higher weighting will be given to organisations who did not receive funding in the previous year 2024)

Council on the Ageing 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.

8.   Frequently asked questions

What are the dates of Seniors Month?

Held in October, commencing on Wednesday 1 October 2025, observing the first day as the United Nations International Day of Older Persons (UNIDOP), and including National Grandparents Day on Sunday 26 October 2025.

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 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 2025.

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 have put together a draft budget for same, outlining what your grant money will be spent on (note Section 2 – what will and will not be funded).

If successful, when will I know and receive payment?

We will be notifying all applicants in May 2025 with payments to be released by the end of June 2025.

What are the conditions if funded?

If successful you are required to use the State Government Crest and Council on the Ageing 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 Council on the Ageing Queensland (or as near to that date as is possible).

Where do I find the acquittal?

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

It is the organisation's responsibility, should there be a change of team members during the application stage and the event taking place, to ensure that you provide new staff/volunteer members with your SmartyGrants Log In/Password and event details. Council on the Ageing Queensland is not responsible for changing/updating your SmartyGrants information.

If you require technical assistance with your Application via SmartyGrants, at any time please note the following assistance helpline details: Email: service@smartygrants.com.au.

9. Privacy Policy

Council on the Ageing 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.

Council on the Ageing Queensland collects personal information to enable us to contact an organisation, and to assess the merits of an application.

We 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 Council on the Ageing 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 Council on the Ageing Queensland for future promotions.

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

Access and corrections of/to 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 2908
Email: seniorsmonth@cotaqld.org.au

Making a Privacy 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 Officer
> Council on the Ageing Queensland
> GPO 614
> Brisbane QLD 4000
> Or by email to: info@cotaqld.org.au

We will respond to your complaint 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.

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

10. 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) because of your business activities.

11. 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.

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	Torres
Torres Strait Island	Weipa
Wujal Wujal	Yarrabah
North Queensland	
Boulia	Burdekin
Burke	Carpentaria
Charters Towers	Cloncurry
Doomadgee	Flinders
Hinchinbrook	Isaac
Mackay	McKinlay
Mornington	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

The Seniors Month Community
Event Grant Program is an
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