

Greater Shepparton 2023 Seniors Festival Grant Funding Guidelines

Funding between \$100.00 - \$500.00
per successful application

See the Greater Shepparton City Council website for information on how to apply
www.greatershepparton.com.au

Grant Round OPENS	1 June 2023 at 9.00am
Applications CLOSE	30 June 2023 at midnight

Jane O'Brien, Project Officer – Diversity is available to discuss your ideas on
telephone 5832 9700 or via email jane.obrien@shepparton.vic.gov.au

Please read the Guidelines carefully to ensure you are eligible to apply
and to assist you to complete all sections of the application process.

Eligibility

Applicants must be based in Greater Shepparton and operating not for profit.

The proposed project must demonstrate broad community benefit.

The capacity of an organisation or individual to manage the project will be assessed and preference will be given to organisations that can demonstrate the required skills and organisational structure and/or planning to see the project through.

Funding is provided on a one-off basis. A minimum funding amount of \$100 to a maximum funding amount of \$500.00 per successful grant application is available. Funding is limited and not all applications that meet the guidelines may be funded. Funding is on a project or program basis only, and no recurrent grants or annual funding commitments are available from this fund.

Successful grant applications will:

- be held within the month of the 2023 Victorian Seniors Festival (October)
- be accessible to the senior community of Greater Shepparton
- demonstrate effective partnerships, e.g. with other groups and/or across interest groups
- develop new audiences or broaden and diversify the participation base, in an area of need
- be open to all seniors in Victoria who hold a Victorian Seniors Card
- deliver value for money
- be well developed, and have reasonable indicators of success for the outcomes expected
- provide an incentive for seniors in celebration of the Festival, examples of this include ticket deals e.g. free, low cost, buy one – get one free etc.
- acknowledge Greater Shepparton City Council and the Victorian Government as a sponsors of the project receiving funding.

What will NOT be funded

The following applications will not be funded:

- applications received after the closing date
- applications that propose capital works of any nature
- projects and activities that are discriminatory in any way, or contravene any legislation
- events and activities not accessible to the senior community
- events and activities not run during 2023 Victorian Seniors Festival (October)
- events and activities held outside the Greater Shepparton municipality.

Matched funding

There is no requirement of the applicant to provide matching funds for this grant round.

Budget

The budget should include details on all income (all sources of funding which will be used to deliver the project) and expenditure (all costs involved in the project). **Income and expenditure must be equal.**

GST

All funding amounts are GST free.

If your organisation is registered for GST – or required to be – and receives grant funding from Council it does not have to pay GST on the funding payment unless it makes a 'supply' in return for the payment. Please refer to the www.ato.gov.au website for further details.

Assessment

A panel of Council Officers, with broad organisational representation. In assessing the applications, the panel will assess against the following funding criteria:

- the intended project aligns with the Council Plan, the Greater Shepparton 2030 Strategy or Public Health Strategic Plan 2018–2028. The Council Plan and aforementioned strategies can be accessed at www.greatershepparton.com.au
- how the project will benefit Greater Shepparton Seniors
- broad community benefit
- evidence of the applicants capacity to deliver the project.

Multiple applications from one organisation will not be funded.

All applicants will be notified as to the outcome of their application via the email address provided in the application.

Please refer to the timetable on Council's website to confirm the date we aim to notify you of the outcome of your application.

In some cases, the assessment panel may consider your application as more suited to one of Council's other grant programs. If your application is considered by another funding program, Council will contact you to let you know, and may ask for additional information.

Approvals

In some cases, approvals/permits may be required to carry out the proposed project. Applicants should discuss their project with the responsible body eg. Council or a Victorian Government Department, prior to submitting their application.

Your offer of funding will be made conditional to you obtaining regulatory approvals. The approval/permit must be obtained within 6 weeks of your offer of funding or an extension negotiated and approved.

Diversity and Inclusion

Greater Shepparton City Council will consider the equitable reach of this funding program during the assessment and final decision-making processes. Projects should support diverse communities including:

- Aboriginal and Torres Strait Islander communities
- Migrant and refugee communities
- People with disability
- Lesbian, Gay, Bisexual, Transgender and gender diverse, Intersex, Queer, Asexual communities (LGBTIQA+)
- Women
- Young people
- Seniors.

Gender Equality

Council has a duty to promote gender equality through the Gender Equality Act 2020.

Applicants to Council's grant programs are encouraged to demonstrate evidence of how your organisation considers and promotes gender equality within their policies, programs and services.

Sustainability and Environment

Council has declared a climate emergency and adopted a 2030 Zero Emissions target to address the causes and impacts of climate change that are already affecting our communities.

Applicants to Council's grant programs are encouraged to consider sustainability outcomes and the impact of their project on carbon emissions and minimise carbon emissions i.e. by using recycled products, reducing or eliminating waste, using local products or using renewable energy.

Applications that support communities to thrive under a changing climate will be highly regarded.

Acquittal

You will be required to report back to Council when your project is completed. Your acquittal must include:

- A summary of the project including your feedback on the things that went well and also things that you have learnt from the project.
- A Financial Statement must be completed together with receipts attached.
- Copies of promotional materials, photographs or video for the purpose of promoting the grant program through Council publications and website.

The Acquittal process is important because it enables Council to continuously evaluate the success of the grant program.

All projects will be required to be complete and acquit within 12 months of receiving funds. A group which fails to submit their acquittal documents is ineligible to apply for funding under any future rounds of the grant programs, until their acquittal is completed and reviewed by Council.

**We welcome your application to the next round of the
Seniors Festival Grant Program**

To apply:

Applications will be logged via Grater Shepparton City Council Grant application portal. (<https://manage.smartygrants.com.au/> If you don't have access to a computer and/or need assistance to log your application, please contact Project Officer Diversity on 5832 9700 or email jane.obrien@shepparton.vic.gov.au.

