

Seniors Month Grant Program Guidelines

Seniors Month Grant Program Guidelines

The Northern Territory Government implements a variety of programs and services to meet the needs of Territorians. One of these programs is the Seniors Month Grant Program (SMGP). SMGP demonstrates the government's commitment to assist community organisations holding an event or activities for older people during Seniors Month in August.

SMGP is administered by the Office of Senior Territorians (OST), Community Engagement, Territory Families.

These guidelines provide information to assist you in applying for and acquitting grants from the Northern Territory Government through SMGP.

Before applying for SMGP please read carefully all sections of these guidelines.

Contact Details

Office of Senior Territorians
Territory Families
Level 6, Darwin Plaza, 41 Smith Street Mall, Darwin NT 0801

Postal: PO Box 37037, Winnellie NT 0821

Telephone: (08) 8999 3861

Email: tf.ost@nt.gov.au

Web: www.seniors.nt.gov.au

Overview of Seniors Month Grants Program

August is Seniors Month in the Northern Territory. One-off grants of up to \$2,000 are available through the Seniors Month Grants Program to assist community organisations and businesses holding an event or activities for older people during August. These grants are designed to offset the cost of an event, not to fund it entirely.

The objectives of Seniors Month are to:

- encourage older people to live healthy and active lifestyles all year round
- demonstrate that older age can be a time of learning and adventure
- celebrate older people and their continuing contribution to family, friends, workplaces and communities, and across generations

Grant applications will be assessed for their potential to contribute to the achievement of these objectives. Funding is limited and competitive. Not all applications may be successful. Previous grant recipients should not assume that they will automatically receive further funding.

Priority will be given to innovative events that encourage older people to have a healthy lifestyle, become involved in a new activity, connect to the community and create opportunities for older people to continue their involvement in such activities.

In previous years we have found that in some cases the activities are booked out by the members of their club/organisation before they are advertised to the general community. As the purpose of Seniors Month is to provide new opportunities for seniors to be involved and participate in new activities, it is encouraged that **50 per cent** of the places should be available to people outside of the organisation.

Who can apply?

Organisations

- must be incorporated under the NT Associations Act 2003 (the Act); or
- if an organisation is not incorporated, it must have an auspicing body that is incorporated under the Act that is willing to accept responsibility for administration, reporting and acquittal of the grant on the applicant's behalf

Businesses

- registered; and holding a specific Seniors Month event in addition to their normal business operations

Community organisations or businesses that have previously received Seniors Month grants must have satisfactorily acquitted those grants to be eligible for consideration for a further grant.

Application Form

The Grant Application Form is a detailed document that includes all the information necessary to create a grant payment agreement should an application be successful. Obtaining this information as part of the initial application allows for more prompt processing and completion of the funding process.

What the Seniors Month Grants can fund:

- events that provide new opportunities for seniors to be involved in physical activities, such as 'come-and-try events'
- events that will provide long term social benefits for seniors
- fun activities that celebrate older people and their commitment to the community

What the Seniors Month Grants cannot fund:

- usual club activities or business activities
- wages or salaries for course instructors or event facilitators in excess of 25 percent of the value of the grant
- events where participation is limited to members of particular groups
- purchase of capital equipment (e.g. TVs and stereos, computers etc)
- programs or activities that are political or discriminatory
- events that encourage gambling or the consumption of alcohol

Selection Process

A selection panel will assess applications against selection criteria and recommendations will be made to the Minister for Senior Territorians.

The Minister for Senior Territorians approves Seniors Month Grants and all applicants will be notified in writing of the outcome of their funding application.

Funding Conditions

Payment of grant monies is subject to the following conditions:

1. the organising body will use the funds for the approved project as detailed
2. the organising body or, where applicable, its auspicing body will provide a financial acquittal of grant funding within eight weeks of the completed event or activity (a financial acquittal template will be provided)
3. if, for any reason, it is not possible to carry out all or any part of the project for which the funding is provided, the Office of Senior Territorians should be notified and either unexpended funds shall be repaid or a variation of purpose proposed
4. The organising body must have adequate public liability insurance
5. The organising body indemnifies the Northern Territory against all claims, liabilities, suits or actions and loss or damages what so ever that may be brought or made against it, arising directly or indirectly out of the performance of the organising body, its employees, or agents of any activity arising under this Agreement
6. The organising body will acknowledge the Northern Territory Government in all relevant promotion and advertising material
7. The organising body agrees to the use of information provided in the application for the purpose of promoting the Seniors Month Grants Program. Information may be distributed via press releases, Seniors Month Calendar of Events and other Government publications and websites
8. Seniors Month Grants do not attract GST

Payment arrangements

Payment will be made by direct transfer of monies into the nominated bank account of the organising body or, where applicable, the auspicing body.

Before payment can be made the following documentation will need to be submitted:

- signed grant agreement
- vendor creation/amendment form (only if bank details have changed)

After receiving notification of a successful application, the organising body will be forwarded the agreement documentation for signature and return prior to the funding payment.

Privacy Notice

Information collected from applications will be used to assess applications against the Seniors Month Grants criteria.

Should an application be successful, some of the information provided may be used for the purpose of promoting and reporting on the Seniors Month Grants Program. Information may be distributed via press releases, Seniors Month Calendar of Events and other government publications and websites.

Lodging Applications

All applications must be lodged by the advertised closing date of **16 March 2018**. Application forms are available on-line at www.seniors.nt.gov.au. Applications should be clearly marked "Seniors Month Grants" and may be submitted by:

Post

Seniors Month Grants Program
Office of Senior Territorians, Territory Families
PO Box 37037, Winnellie NT 0821

Hand Delivery

Office of Senior Territorians, Territory Families
Level 6, Darwin Plaza, 41 Smith Street Mall, Darwin City NT 0801

Email

tf.ost@nt.gov.au