



# SENIORS CLUB SUPPORT GRANT GUIDELINES 2024

COMMUNITY  
GRANTS



# Everything you need to know about applying for a Seniors Club Support Grant

The Seniors Club Support Grant provides assistance for programs and activities that promote social connection and have positive health and wellbeing outcomes for Manningham's ageing community.

This grant is available to support senior's clubs to provide age friendly group activities, (including but not limited to meals), that respond to the needs of Manningham's diverse community with a focus on:

- older residents (60+)
- families and carers
- culturally diverse communities
- key healthy ageing issues such as dementia and social connection

These Guidelines describe how groups and organisations can access funding from Council for activities that have a direct benefit to the people who live, work or recreate in Manningham.

**To apply for a Seniors Club Support Grant, please follow these steps:**

[Learn more about the Seniors Club Support objectives and funding details](#) to make sure that your program is suitable for this grant.

[Check out the eligibility criteria](#) to ensure that your organisation is able to apply.

[View our strategic documents and Council Plans](#) as your application needs to align with Council's Plans.

[Learn the steps involved in applying for a grant](#) and understand all the information you will need to provide.

[Read the assessment criteria](#) so you know what our Community Grants team is looking for in your application.

View the [Terms & Conditions and Glossary](#)

If you need more information contact the Community Grants Team on 9840 9333 or by email at [grants@manningham.vic.gov.au](mailto:grants@manningham.vic.gov.au)

Submit your application on SmartyGrants: <https://manningham.smartygrants.com.au>

Seniors Club Support Grant - Key Dates	
Grants Open	Monday 5 August 2024, 9.00am
Grants Close	Monday 9 September 2024, 5.00pm
Assessment of Applications	September 2024
Applicants Notified	October 2024

# 1. Seniors Club Support Grant

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## 1.1. Objectives

The Seniors Club Support Grant aims to:

- provide improved social connection for older adults
- respond to a specific need in the ageing Manningham community
- be inclusive and allow all members of the ageing community to participate, including targeted responses that enable vulnerable older adults, families, carers and groups to participate in local activities and opportunities
- foster an inclusive and harmonious community, drawing strength from difference and diversity
- enhance the health and wellbeing of Manningham's ageing community
- support a safer and more resilient ageing community.

To be eligible for funding **Seniors Club Support Grant applicants** must demonstrate how the activity will achieve **one** of the grant objectives.

### 1.1.1. Funding details

<b>Allocation</b>	Funding up to \$8,000 is available. Allocations are for one financial year and are not recurrent.  The total notional allocation is \$70,000 per annum.
<b>Timing</b>	There is one Seniors Club Support Grant funding round per year. Applications open in August each year.
<b>Funding announcements</b>	Applicants will receive notification of the outcome of their application within six weeks from the closing date of applications. Successful applicants will be required to enter into a Funding Service Agreement (FASA).  Applicants who are unsuccessful may request feedback from Community Grants officers regarding the outcome and how the application may be improved for the future.

### 1.1.2. What types of activities might be funded?

Examples of Seniors Club Support Grant activities may include:

- learn new skills such as digital literacy, creative writing, a language, cooking or painting
- older adult recreation activities such as exercise, dancing, walking, swimming, gym classes etc.
- social group activities supporting carers of older community members such as lawn bowls, board games, book clubs, film clubs
- activities supporting older adults such as, dementia friendly activities, ageism awareness, financial and scam awareness.

### 1.1.3. What activity expense items might be funded?

Examples of activity expense items that may be funded include:

- minor equipment (not fixed equipment) - yoga mats, audio visual equipment
- catering
- instructor / tutor to provide a gentle exercise class
- venue hire

## 2. Who can apply for a grant?

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### 2.1. Eligibility

All grant applications are checked against the eligibility criteria. At this stage of the assessment process, anyone who is not eligible will be removed from the process.

Grant applications must be from organisations that are:

- a not-for-profit constituted body such as an incorporated association
- based in Manningham with a majority of members (90% or more) being 60 years and over.

#### What is an 'Incorporated' Association?

An incorporated organisation has a legal identity of its own, is recognised by State and Federal Government and is separate and distinct from the individuals who form the group. For more information visit [www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations](http://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations)

In addition to the above criteria, organisations must:

- have at least 10 members
- deliver activities within Manningham, at a suitable venue. Activities cannot be run in a private residence.
- have a public liability insurance policy for a minimum of \$20 million coverage
- have no outstanding debts to Council
- provide a financial statement, such as a bank statement with the organisation's name
- provide formal quotes for all expense items over \$500 that are essential for the delivery of the activity
- apply before the closing date.

Late applications will not be accepted.

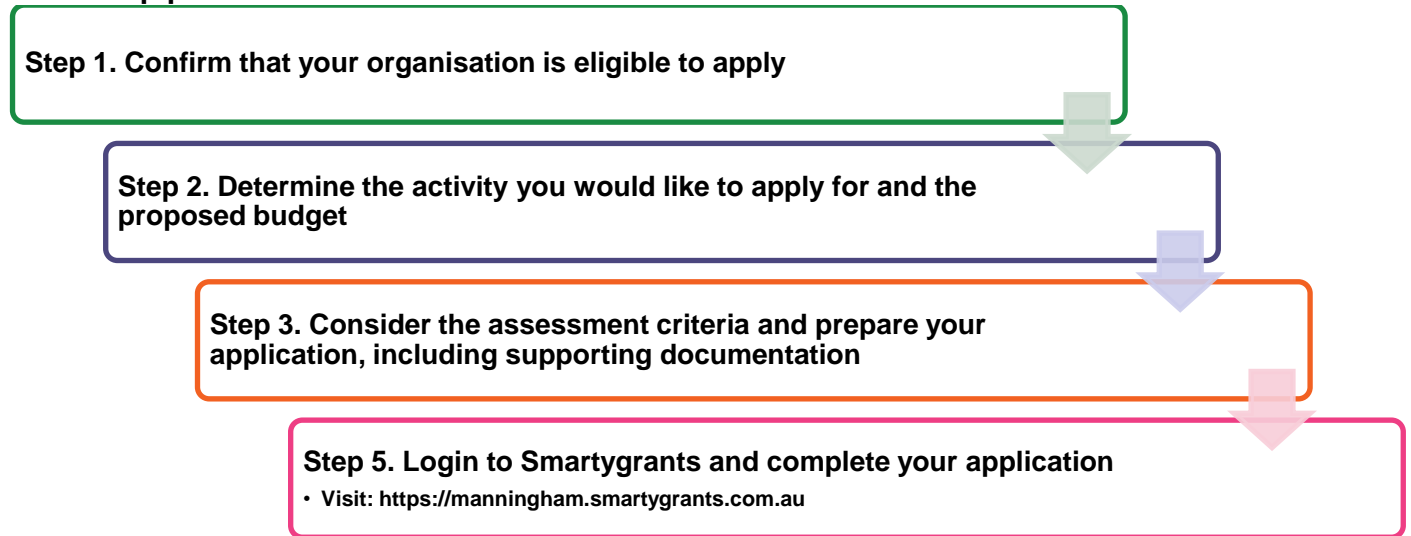
### 2.2. What will not be funded?

Applications will not receive funding if sought for activities that:

- are inconsistent with Council Plan priorities or Seniors Club Support Grant objectives
- spend grant funding prior to signing of Funding and Service Agreement (retrospective funding)
- have a religious or political purpose which seeks to promote core beliefs
- involve gambling, tobacco, drugs and/or alcohol
- are funded through other Council programs or activities, including grants and sponsorship programs
- are part of an organisation's core business or normal operating expenses i.e. Insurance (including public liability), utilities, rental of business premises, recurrent and ongoing staff salaries
- are for fixed or permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, solar panels)
- are for the purchase of capital assets i.e. motor vehicles.

## 3. How to apply

### 3.1. Application Process



### 3.2. Assessment Criteria for Seniors Club Support Grants

Seniors Club Support Grant applications will be assessed against five criteria. The points below will assist in guiding your responses.

Assessment Criteria	What you should include in your application
<b>Describe the activity</b>	<ul style="list-style-type: none"><li>• Provide a clear description of the activity for which you are seeking funding.</li></ul>
<b>Why is the activity needed?</b>	<ul style="list-style-type: none"><li>• Provide a clear description of the community need, issue or opportunity that your activity is responding to.</li></ul>
<b>Participant information</b>	<ul style="list-style-type: none"><li>• Provide the total estimated number of activity participants, percentage of participants 60 years and over and percentage that are Manningham residents.</li></ul>
<b>How will the funded activity be managed over the funding period?</b>	<ul style="list-style-type: none"><li>• Who will be responsible for the delivery of the activity and management of the funding and completing the grant acquittal process?</li></ul>
<b>Budget</b>	<ul style="list-style-type: none"><li>• Ensure your budget includes the amount of funding required and what it will be spent on. The budget must balance.</li><li>• Provide quotes for all expense items over \$500.</li></ul>

The assessment process for grant applications will, at a minimum, ensure that applications are:

- eligible against eligibility criteria
- assessed against the above criteria
- reviewed and endorsed by Council senior management.

### 3.3. Budget and quotes for budgeted expenses

The budget should reflect the amount you are requesting (income) and the costs that relate specifically to your proposed activity (expenses). When you have completed your budget, **the Total Income and Total Expenses must be equal.**

#### 3.3.1. Income

Income include:

- the grant amount from Manningham Council

#### 3.3.2. Expenses and quotes

Expenses include:

- the costs to deliver your activity

Quotes are required for all expense items over \$500 and must be attached in the relevant section of the application form. If quotes are not submitted, your application may not be assessed.

**Budget example:**

Income	Amount
Manningham Council - Seniors Club Support Grant funding	\$ 5,300
<b>Total Income (A)</b>	<b>\$ 5,300</b>

Expenses	Amount
Instructor for exercise classes <b>example: 40 sessions X \$70 per session</b>	\$ 2,800
Exercise mats <b>example: 25 x \$20 per mat</b>	\$500
Catering <b>example: 25 members x \$2.00 x 40 sessions</b>	\$ 2,000
<b>Total Expenses (B)</b>	<b>\$ 5,300</b>

**Note: Income (A) and Expenses (B) must balance.**

After completing the budget ask yourself: Does the total amount at (A) equal the total amount at (B)

### 3.4. Help with your application

Council's Community Grants team is available to provide support on how to apply online using SmartyGrants, our online portal or to request assistance with a translator/interpreter.

Contact the Community Grants team on 9840 9333 or by email: [grants@manningham.vic.gov.au](mailto:grants@manningham.vic.gov.au).

We encourage applicants to submit their applications earlier than the closing date to avoid any technical difficulties or unexpected errors that may prevent the application being submitted. Late applications will not be accepted.

## 3.5. Notification process

Applicants will receive notification of the outcome of their application within six weeks from the closing date of applications.

Unsuccessful applicants may request feedback from the Community Grants team regarding the outcome and how the application may be improved for the future.

A list of successful applicants will be published on Council's website approximately one month after all applicants have been notified of the outcome of their application.

## 3.6. Conditions of Funding

Successful applicants will be required to read, accept and sign a Funding and Service Agreement (FASA) which outlines the terms of your grant and your responsibilities. It is important to ensure that you agree with the terms of the funding, including any special conditions before returning the signed agreement.

### 3.6.1. Grant Variations

At times things do not go to plan and changes to your activity may be required. Any changes to the use of Council funding for the purposes other than outlined in the (FASA) must be approved by Council in writing.

Organisations are required to contact Council's Community Grants team to advise of any changes to the proposed activity and complete a grant variation request. If the grant funds are not utilised for the stated purpose, the grant recipient will be required to repay the funds.

### 3.6.2. Acquittal of Grant

Grant recipients will be required to complete a Project Completion Report within 2 months of the completion of the activity, event or program or within 12 months of receiving funds. Failure to complete the Project Completion Report may result in applicants being ineligible for future funding.

The Project Completion Report outlines:

- the achievements of the activity
- how many participants benefited from the activity
- how the funding was spent

An acquittal form will be linked to your application online at <http://manningham.smartygrants.com.au>, or contact the Community Grants Team on [grants@manningham.vic.gov.au](mailto:grants@manningham.vic.gov.au).

## Contact Details

For further information, please contact Council's Community Grants Team on 9840 9333 or visit [manningham.vic.gov.au/community-grant-program](http://manningham.vic.gov.au/community-grant-program)



Interpreter service **9840 9355**

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