HEALTHY AGEING GRANT PROGRAM GUIDELINES 2025

COMMUNITY GRANTS | MANNINGHAM

Everything you need to know about applying for a Healthy Ageing Grant

The Healthy Ageing Grant category enables partnerships with community organisations such as community health services, leisure providers, learning organisations, neighbourhood houses and other incorporated groups. By working in partnership with community organisations their skills and connections will be leveraged, reaching a wide range of older adults of our community. This includes activities 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 Healthy Ageing Grant, please follow these steps:

Learn more about the Healthy Ageing Grants objectives and funding details to make sure that your program is suitable for this grant (page 3).

Check out the eligibility criteria to ensure that your organisation is able to apply.

View our strategic documents and Council Plans. Remember that 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.

Complete the application checklist to make sure you have all the information you need ready to fill out an application.

View the Terms & Conditions and Glossary

View the sample Project Plan, Evaluation Framework and Budget templates (pages 11 – 13).

If you need more information contact the Grants Team on 9840 9333 or by email: grants@manningham.vic.gov.au.

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

Healthy Ageing Grants - Key Dates	
Grants Open	Monday 3 February 2025, 9.00am
Grants Close	Tuesday 11 March 2025, 5.00pm
Assessment of Applications	March – April 2025
Recommendations considered by Council	June 2025
Applicants Notified	July 2025
Information Sessions and Grant Writing Workshop (Free)	
Community Grant Information Session (in person)	Tuesday 4 February 2025,10.00am - 11.00am
Grant Writing Workshop (in person)	Wednesday 12 February 2025, 10.00am - 12.00pm
Questions and Answers session (online)	Wednesday 19 February 2025, 4.30pm - 5.00pm

Visit our website for more information,

1. Healthy Ageing Grants

1.1. Objectives

The Healthy Ageing Grant aims to:

- 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 the Manningham ageing community
- support a safer and more resilient community
- encourage collaboration between Council, groups, and organisations for the benefit of the ageing community

Healthy Ageing Grant applicants must demonstrate how the activity will achieve **two** of the grant objectives above to be eligible for funding.

1.1.1. Funding details

Allocation	Funding between $3,001 and $20,000 is available. Allocations are for one financial year and are not recurrent. The total notional allocation is $80,000 per annum.
Timing	There is one Healthy Ageing Grant funding round per year - available annually in February. Applications are presented to Council for endorsement in June.
Funding announcements	Applicants will receive notification of the outcome of their application within three weeks of Council approval. Successful applicants will be required to enter into a formal funding agreement (FASA). Applicants who are unsuccessful may request feedback from Council officers regarding why they were not successful and how the application may be improved for the future.

1.1.2. What types of activities might be funded?

Examples of Healthy Ageing Grant activities could include:

- A recreational program offered by Manningham service providers for older adults offering functional strength, balance and flexibility classes, gentle exercise, and modified team sports.
- Group activities such as gardening clubs, nature walks, dance, arts, cooking club, skill sessions.
- Community events or celebrations for older adults (seniors festival, cultural celebrations).
- Targeted arts programs and workshops for older adults and carers.
- Women's and men's health promotion for healthy ageing.
- Inter-generational activities – older residents engaging with schools/kindergartens.
- An initiative that supports the most vulnerable older adults to access services in our community.
- A program that addresses the needs of carers of older adults.

2. Eligibility: Who can apply for a grant?

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:

- a not-for-profit constituted body such as an Incorporated Association or a Company by Limited Guarantee, or

- a community group/organisation auspiced by an incorporated not-for-profit organisation that is able to accept legal and financial responsibility for the grant and activity, or

- a school. Schools are encouraged to partner with community groups in activities that benefit the older community.

What does 'Auspice' mean?

If a not-for-profit organisation is not incorporated or has limited organisational capacity, another eligible organisation can auspice on their behalf. In this context, the auspice organisation would receive the grant funding and have responsibility for ensuring that the activity is completed on time. A letter from the auspicing organisation that confirms the arrangement must be submitted with the grant application form.

In addition to the above criteria, organisations must also:

- be located or deliver activities within Manningham

- determine and adhere to legislative requirements related to the funded activity. For example, if the funded activity involves contact with children, a Working with Children Check may be required

- have no outstanding debts to Council

- provide an Incorporation Number

- provide an ABN or completed Statement by Supplier form

- have a public liability insurance policy for a minimum of $20 million coverage

- provide a financial statement as per the requirement of operating an Incorporated Association, Charity or Company Limited by Guarantee

- provide written quotes for all expenditure items over $500 that are essential for the delivery of the activity. Goods and services to be provided by ABN registered suppliers, refer to 4.3.2

- apply before the closing date.

Council's Community Grant Program also offers grants in the following categories: Arts, Community Development, Festival and Events, Community Partnership, Seniors Club Support, and Small Grants.

Applicants may apply for a grant in more than one grant category each financial year however the application must be for a different activity. A separate application form for each grant category must be completed and submitted by the due date.

Late applications will not be accepted under any circumstances. For more information on application requirements please refer to the Checklist on page 14.

Funding in this grant category is for one-off projects and activities, however requests for funding for a second year of a project or activity may be accepted. To meet the criteria for second-year funding applicants will need to demonstrate how the second year expands on the initial project and to demonstrate the need for additional funding.

2.1. Who is not eligible to apply?

Applicants will not be eligible for funding if they are:

- an individual

- a community organisation that is unincorporated, unless they partner with a not-for-profit incorporated organisation (auspice)
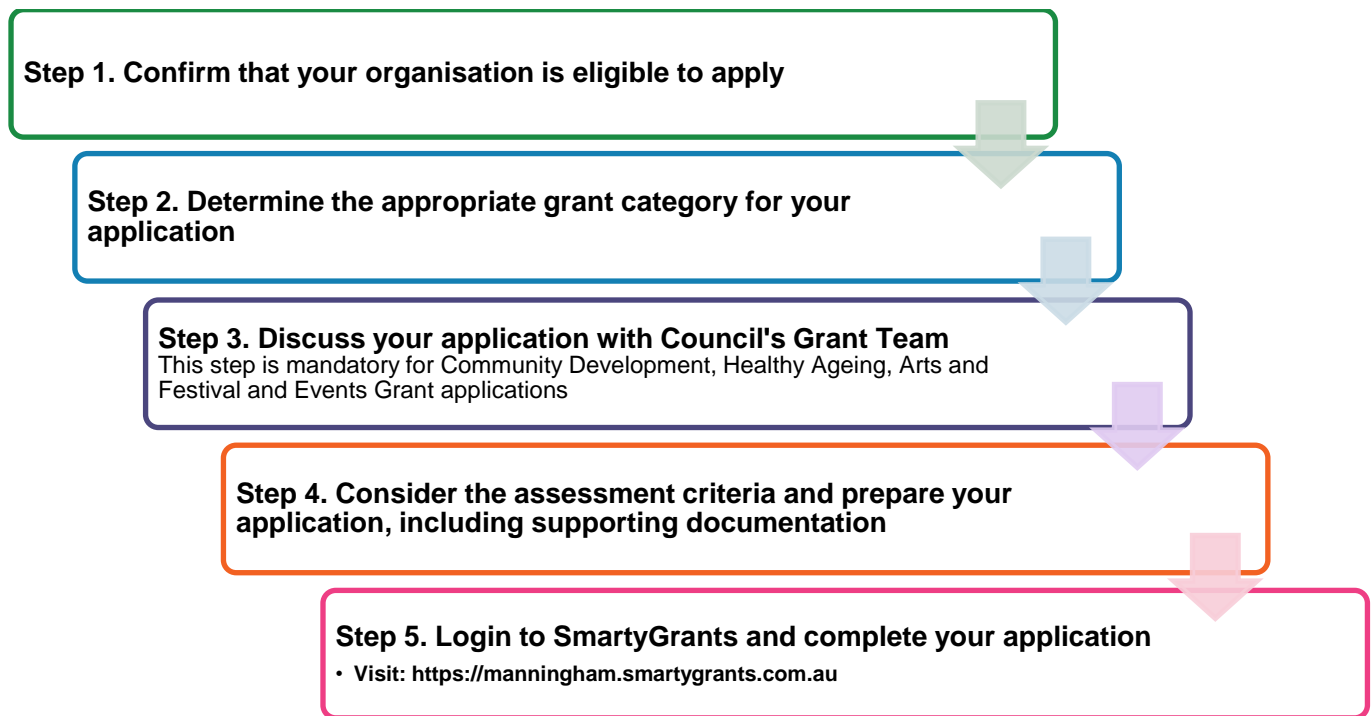
- a for profit organisation.

2.2. What will not be funded?

The Grant Program will not fund programs and activities that:

- are inconsistent with the current Council Plan and Health and Wellbeing Strategy priorities or Community Grant Program objectives

- are the responsibility of other tiers of government (e.g. State, Federal)

- 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

- receive other funding, sponsorship or grants from funders whose primary focus is gambling, tobacco, drugs and/or alcohol

- offer social outings and gatherings, unless it can be demonstrated it is a core part of the project delivery

- provide catering, unless it can be demonstrated that catering is integral to the activity and not the sole purpose of the funding

- would normally be part of a reasonable operating budget for the organisation, i.e. staff salaries or administration. Please note: project management and administration costs for the grant-funded program may be accepted up to a maximum value of 20% of the grant value

- are funded through other Council programs or activities, including grants and sponsorship programs

- are Council owned and run

- seek conference sponsorship or fundraising support e.g., financial or technical support

- seek debt payment support

- duplicate existing services/activities unless it can be demonstrated that it meets an unmet community need

- are solely curriculum based (kindergarten, primary or secondary school). Only applications that demonstrate a broader community partnership approach will be considered

- are for fixed / 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

- are listed as a sports club responsibility as set out in Council's Outdoor Sports Infrastructure Guidelines (www.manningham.vic.gov.au/find-a-sporting-venue)

- are contrary to Council's Sponsorship Policy

3. How to apply

3.1. Application Process

Step 1. Confirm that your organisation is eligible to apply

Step 2. Determine the appropriate grant category for your application

Step 3. Discuss your application with Council's Grant Team
This step is mandatory for Community Development, Healthy Ageing, Arts and Festival and Events Grant applications

Step 4. Consider the assessment criteria and prepare your application, including supporting documentation

Step 5. Login to SmartyGrants and complete your application
- **Visit: https://manningham.smartygrants.com.au**

3.2. Help with your application

Before applying for a grant, we suggest that a project proposal be developed outlining a brief project description, the objectives of the project, timeline and budget to identify the appropriate category to submit your application.

Applicants applying for the Healthy Ageing grants are required to discuss their proposal with Council's Grants Team before submitting an application.

Council's Grants Team is available to provide support on how to apply online (SmartyGrants) or to request assistance with a translator/ interpreter.

The application form in SmartyGrants can be provided in Simplified Chinese, on request.

Contact the Grant Team on 9840 9333 or by email: 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.

Organisations are also encouraged to attend Grant Information Session and training opportunities. For bookings, or to find out more about upcoming events visit our website.

4. Assessment Criteria for Healthy Ageing Grants

Healthy Ageing Grant applications will be assessed against four criteria. The points below are provided to assist in guiding your responses. The assessment criteria scores applications to a maximum total of 100%.

All applicants are required to provide **clear evidence that the activity directly responds to a specific community need, interest or service gap**. Please refer to the Assessment Criteria below for further details.

Assessment Criteria	What you should include in your application	Criteria weighting
What is the activity you are applying for and what will it achieve?	• Provide a clear description of the activity for which you are seeking funding and its objectives. • Include an explanation as to how the activity aligns with two (2) of the grant category objectives (see page 3). • Include details about the proposed short or medium term impacts of the activity (the desired end result). Provide a description of how the activity incorporates innovative practices.	Required 15 per cent 10 per cent **Total 25 per cent**
Why is the activity needed?	• Provide a clear description of the community need, issue or opportunity that your activity is responding to. • Include information that supports your application, such as demographic data, letters of support, feedback from consultation, community plans or strategies. • Provide evidence to demonstrate how the activity aligns with one or more of Council's key plans and strategies (see page 2 for more information).	10 per cent 5 per cent 10 per cent **Total 25 per cent**
Who will benefit from the activity?	• Provide a description of the groups and/or individuals in the community that are being targeted (e.g., socially isolated, vulnerable, diverse, women, men, LGBTQIA+, First Nations people. • Provide the total estimated number of activity participants and percentage of these that are Manningham residents. • How will you attract the target group? • Where appropriate, explain if the activity will attract a broader audience including residents from outside of the municipality.	10 per cent 10 per cent **Total 20 per cent**
How will the funded activity be managed over the funding period?	• Provide an overview of your group/organisations ability to deliver the activity. This could include information that demonstrates past experience in delivering similar initiatives and details of the project management and staff. • Include information on the groups and/or organisations you will partner with for the delivery of the activity and their role/s. Applicants must include supporting documentation that confirms any commitments made by nominated project partners. • Provide an outline of how the benefits of the activity will be sustained once funding has been expended.	20 per cent 5 per cent 5 per cent **Total 30 per cent**
Project Plan and Evaluation Framework	• Complete the Project Plan listing the key tasks, responsible person/s and timeframes to complete the project • Complete the Evaluation Framework listing the objectives, outcomes, timelines and measure of success.	Required
Budget	• Ensure your budget reflects the scope of the activity including all expenditure and income contributions include any financial and in-kind assistance from your group/organisation and activity partner/s. • All expenditure items over $500 will require a written quote. Goods and services are to be provided by ABN registered suppliers. • Applications that include formal estimates/quotations for specific goods or services that are below $500 will be considered favourably. Subject to the nature of the application, Council may require written estimates for all expenditure.	Required

4.1. Project Plan

A completed Project Plan guides the management and implementation of your activity and includes answers to questions such as:

- What key tasks must be completed to successfully deliver the activity?
- Who will be responsible for delivering the activity?
- When should the task be completed by?

If your application is successful, the plan will form part of your Funding and Service Agreement (FASA).

The Project Plan template is included in the SmartyGrants application form. A sample Project Plan is available in Appendix A – Project Plan Examples can be seen on page 11.

4.2. Evaluation Framework

A completed Evaluation Framework is required. An evaluation is important as it enables organisations to plan for specific program and activity outcomes, measure how well the activity was delivered and whether it achieved what it set out to do.

The Evaluation Framework template is available in the SmartyGrants application form. A sample Evaluation Framework is available in Appendix B – Evaluation Framework Examples can be seen on page 12.

4.3. Budget and quotes for budgeted expenses

The budget should reflect the scope of your activity and include all income and expenditure that relates specifically to your proposed activity. Please also include any financial and in-kind assistance from your group/organisation and activity partner/s. When you have completed your budget, **the Total Income and Total Expenditure must be equal.**

4.3.1. Income

You must provide all income contributions, both financial and in-kind, related to your activity.

For example:

- your organisation's financial contribution
- your organisation's "in-kind" contribution
- the grant amount you are seeking from Manningham Council
- grants you are seeking from other funding bodies
- sponsorship, donations or other funding

> **What is an 'in-kind' contribution?**
>
> An in-kind contribution is when an organisation contributes goods or services in-lieu of providing funds (cash). For example, volunteers' hours, use of organisation equipment or facilities (i.e. photocopiers). In-kind contributions must have a dollar value, for example the estimated value of volunteer time is $45 per hour.
>
> Applicants who provide evidence of in-kind and / or financial contributions will be considered more favourably.

4.3.2. Expenditure and quotes

Quotes are mandatory for all expenditure items over $500 that are essential to the delivery of the activity. Quotes may be submitted as a catalogue item (web or hard copy) or quotes from a provider. Failure to do so may result in your application being deemed ineligible or unsuccessful. A sample budget is available in Appendix C on page 13.

Applications that include formal estimates/quotations for specific goods or services that are below $500 will be considered favourably. Subject to the nature of the application, Council may require quotes for all proposed expenditure.
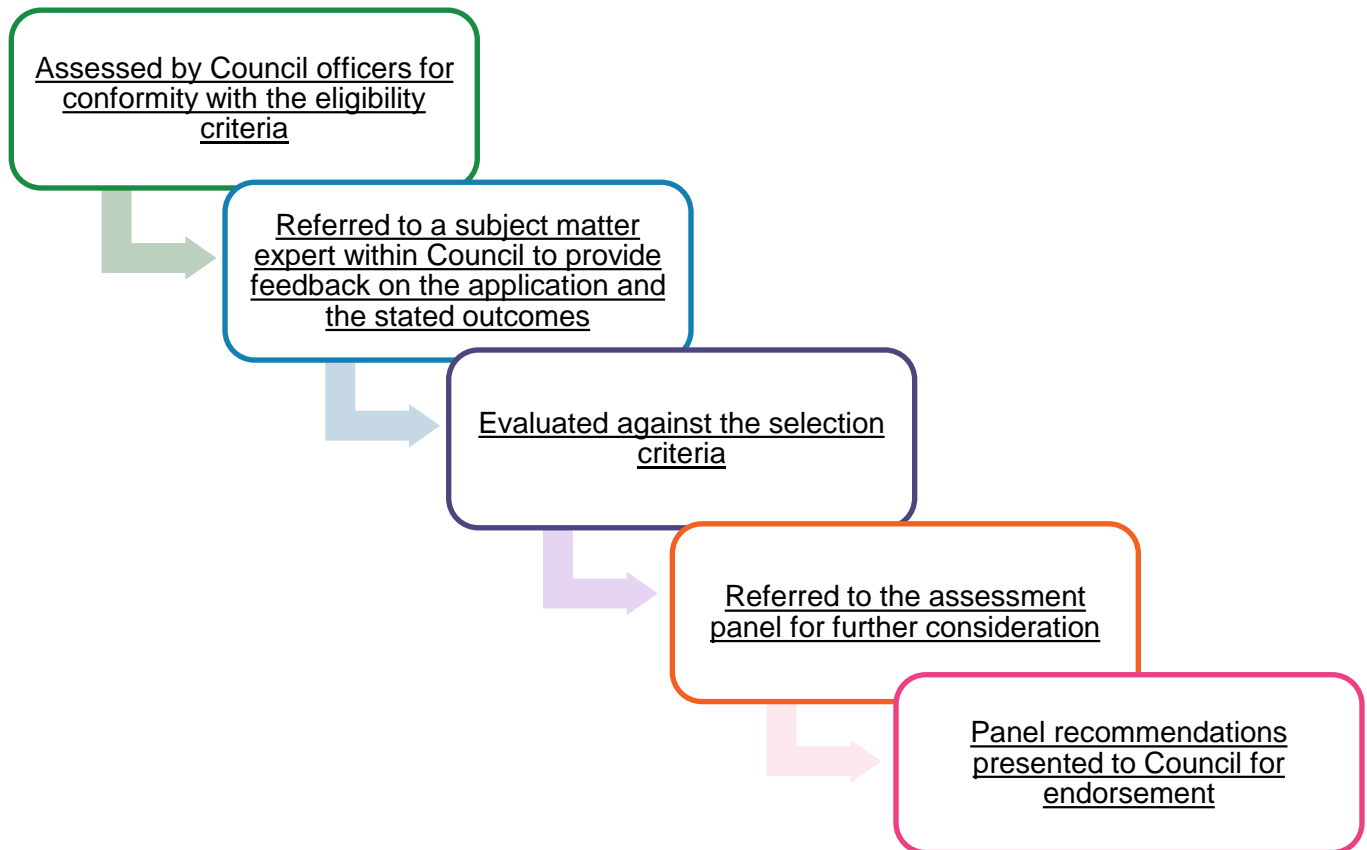
4.3.3. GST status

Organisations must indicate their GST status in their application. Successful organisations with an ABN that are not registered for GST, will receive their grant without GST.

Successful organisations with an ABN and registered for GST, will be required to complete an Agreement for Issuing Recipient Created Tax Invoices (RCTI). You will receive the grant amount plus 10% GST.

4.4. Assessment process

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

Assessed by Council officers for conformity with the eligibility criteria

Referred to a subject matter expert within Council to provide feedback on the application and the stated outcomes

Evaluated against the selection criteria

Referred to the assessment panel for further consideration

Panel recommendations presented to Council for endorsement

To assist with decision making, the applicant may be asked to provide additional information during the assessment process.

4.4.1.   Notification process

Applicants will receive notification of the outcome of their application within three weeks of Council approval. Successful applicants will be required to enter into a formal Funding and Services Agreement. (FASA).

Funding is provided for the term specified in the FASA. Applicants are to consider their ability to continue to fund the program or activity beyond the funding period in the program planning (for example, through sponsorships or other fundraising activities).

Unsuccessful applicants may request feedback from Council officers regarding the unsuccessful 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.

4.5. 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.

4.5.1. Grant Variations

At times things don't 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 Grants Team to advise of any changes to the proposed activity and complete a Grant Variation Request. The request will be reviewed and approval will need to be provided prior to proceeding.

If the grant is not utilised for the stated purpose, the Grant Recipient will be required to repay the funds.

4.5.2. Recognition of Council Support & Promotional Material

For an event or project launch, organisations must invite a Council representative including the Mayor, Councillors and other Council staff.

All organisations receiving a community grant are required to acknowledge Manningham's financial support in any promotion, publication, or advertising of the funded activities. All promotional material must be approved by Council's Grants Team.

4.5.3. Activity Completion Report

Grant recipients will be required to complete an Activity 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 acquittal report outlines:

- the achievements and challenges of your project
- learnings/highlights
- how the funding was spent
- receipts/evidence of expenditure
- photos and documentation of your project
- feedback about your experiences with the grant process.

It is important to document the activity from commencement, including tracking process, taking photos, keeping receipts for all purchases/payments.

The Activity Completion Report will be linked to your application online at http://manningham.smartygrants.com.au, or contact the Community Grants Officer grants@manningham.vic.gov.au.

Appendix A – Project Plan Examples

Project Plan example - Activity
Anticipated Project Start Date: October 2025 **Anticipated Project End Date: August 2026**

	Key tasks *List key tasks in order that they will be completed*	Person responsible *List who will be responsible for the completion of the task*	What will show that you have completed the task? *List the key outputs*	Date to be completed by
1.	Establish a Committee to provide guidance for the duration of the pilot activity	Funded organisation Program Manager	Project committee formed. Terms of Reference adopted	October 2025
2	Prepare activity content and finalise project plan	Funded organisation Program Manager Committee members	Activity purpose reviewed and project plan finalised.	October 2025
3	Book venues and facilitators	Funded organisation Program Manager Project partners	Stakeholder consultation venues and facilitators confirmed	October 2025
4	Create promotional material and distribute to partners and interested organisations	Funded organisation Program Manager	Promotional material drafted and submitted to Council for approval. Promotional material distributed via networks	November 2025
5	Host community education forums and evaluate sessions	Funded organisation Program Manager Project partners	Sessions delivered and evaluated. Consultation findings documented	February 2026
6	Develop draft resources and present to the Committee	Funded organisation Program Manager Project partners Committee members	Draft resources developed and presented to the Committee.	April 2026
7	Finalise resources and host community launch event	Funded organisation Program Manager	Resources printed and distributed to relevant stakeholders. Launch event held	May 2026
8	Evaluate pilot activity	Funded organisation Program Manager Committee members	Pilot activity evaluated and findings presented to the Committee with recommendations regarding next steps	June 2026
9	Submit grant funding Activity Completion Report and acquit the grant	Funded organisation Program Manager	Activity Completion Report submitted via SmartyGrants.	August 2026

Appendix B - Evaluation Framework Example

Evaluation Framework example – Activity

Project / program objectives *List the objectives of the activity below*	Proposed outcome(s) *List the key proposed outcome(s)*	Measure or Indicator List how you will measure the outcome(s) of your activity	Timeline *When will the outcome(s) to be delivered*	Evaluation Reporting *This column is to be populated once the activity has been completed and measures collected*
To increase family and carer awareness of dementia and support services available.	Project Plan finalised. Project committee formed including family and carer representatives.	Increased family and carer awareness of dementia and support opportunities available	August 2025 November 2025	Family and carer survey indicates: • 82 percent of participants have increased knowledge and awareness of dementia and support services available.
To build family and carer confidence and capacity to advocate for education and employment outcomes for a person with a disability.	Sessions hosted and evaluated.	Family members and carers feel more confident to advocate on behalf of a person with a dementia.	February 2026	• 70 percent of participants are more confident to advocate on behalf of a person with a disability. • Refer to attached survey.
To engage and consult families and carers of people with a disability to inform the development of activity resources.	Promotional material developed and distributed to the community. Resources are developed and distributed. Launch event held	The community and service providers have increased understanding of access to dementia opportunities for older people.	April 2026 May 2026 June 2026	Consultation survey findings indicate: • 75 percent of participants gained new knowledge. • 65 percent of participants commit to changing current practices to improve accessibility outcomes. Five consultation sessions held with 130 attendees. The Committee involved 10 family/carer representatives.

Appendix C – Budget Examples

Budget example – Activity

Income	Amount
Your organisation's financial contribution **What is your organisation's budget for the activity?**	$ 2,700
Amount you are seeking from Manningham Council **If registered for GST, don't add GST here, we will do so if you are successful.**	$ 3,850
Other funding **Have you received other grants for the project? If so, please provide details.** **Bendigo Bank**	$ 1,500
Other (please detail) **Please detail any other types of funding here. This could include a fundraising activity (e.g. chocolate drive), or contributions from a partnering organisation.** **Chocolate drive ($2,650)** **10 guest speakers @$250 each ($2,500) In-Kind**	$ 5,150
Your organisation's in-kind contribution **What is your organisation's in-kind contribution to the activity?**	$ 1,350
Total Income (A)	**$ 14,550**

Expenditure	Amount
Project Coordination (please detail) **Example: facilitator for workshops @ $40/hr x 70 hrs (includes consultations, project launch and evaluation sessions)**	$ 2,800
Project Materials (please detail) **Example: promotion and marketing, printing of activity resources, general office expenses**	$ 3,500
Venue Hire **Note: please provide a quote for date/s of venue hire. Bond amounts are not eligible for funding**	$ 2,200
Catering **Example: for stakeholder consultations and activity launch**	$ 2,200
In-kind **Example: two volunteers @ $45 for 30 hours ($1,350), 10 Guest Speakers @ 250 each ($2,500)**	$ 3,850
Total Expenditure (B)	**$ 14,550**

Note: Income (A) and Expenditure (B) must balance.
After completing the budget ask yourself: Does the total amount at (A) equal the total amount at (B)? Yes/No

Checklist: Information you must provide

Eligibility requirements	
To apply your community organisation must be one of the following:	**YES**
• Not- for- Profit (NFP) or Incorporated Association	☐
• Company Limited by Guarantee	☐
• Auspice by a Not-for-Profit organisation	☐
• School	☐
• Be located or activity delivered in Manningham refer page 4	☐
Please note that individuals and for profit commercial organisations are not eligible to apply.	
Prior to commencing your application:	
Develop a project proposal outlining a brief project description, the objectives of the project, timeline and budget to identify the appropriate category to submit your application.	☐

Determine which Grant Category you would like to apply in:
• Community Development Grants($3,001-$20,000)
• Arts Grants ($3,001-$20,000)
• Festival and Events Grants ($3,001-$20,000)
• Healthy Ageing Grants ($3,001-$20,000)
• Seniors Club Support Grants (up to $8000)
• Small Grants
   • Community Strengthening Category (up to $3,000)
   • Equipment Purchase Category (50% co-contribution of the total cost of the equipment up to $1,500)
	☐

• Contact Council's Grants Team on 9840 9333 to discuss your application (not required for Small Grants)	☐
• Attend an Information Session or Grant Writing Workshop (optional). Visit our website.	☐
• Register with Council's Events Team if you are planning an event Call 9840 9333 Email: events@manningham.vic.gov.au	☐
• Adhere to all Federal and State legislative requirements for your proposed activity i.e. Health and Safety, Child Safe Standards, Accounting & Auditing, EEO, Human Rights etc. Obtain a Working with Children Check if your activity involves interaction with children	☐
• Acquit all previous grants - funding will not be paid until all outstanding grants have been acquitted.	☐
• Have no outstanding debts to Council	☐
You must include with your application:	
• Incorporation Number	☐
• GST Status	☐
• ABN or complete a Statement by Supplier form	☐
• Current Financial Statement	☐
• Current Public Liability Insurance with a minimum $20 million coverage	☐
• If you are being auspiced by a NFP, your organisation will need to provide written consent from the organisation that has agreed to manage the grant and / or the funding	☐
• Provide quotes for expenditure items over $500	☐
• This can include a catalogue item or quote from a provider. Quotes for items over $500 must be provided or the application may be deemed ineligible.	
• Include any letters of support (optional)	☐
How to complete your application:	
• Log in/ Register with SmartyGrants to complete your application	☐

Contact Details

For further information, please contact Council's Grant Team on 9840 9333 or visit
manningham.vic.gov.au/community-grant-program

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