



# SENIORS CLUB SUPPORT GRANT GUIDELINES 2025

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 Manningham Council is looking for in your application.

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

[Go to How to Apply for more information about how to prepare and submit your application.](#)

Seniors Club Support Grant - Key Dates	
Grants Open	Friday 1 August 2025, 9.00am
Grants Close	Wednesday 3 September 2025, 5.00pm
Assessment of Applications	September 2025
Applicants Notified	October 2025

# 1. Seniors Club Support Grant

---

## 1.1. Objectives

The Seniors Club Support Grant aims to:

- strengthen social connections 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 that values 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 and 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:

- a cultural club that regularly meets for friendship, meals, fun and engaging activities
- skill building classes such as digital literacy, creative writing, learning a new 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
- initiatives 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) – e.g. yoga mats, audio visual equipment
- catering
- instructor / tutor to provide a gentle exercise class
- venue hire.

## 2. Who can apply for a grant?

---

### 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
- deliver activities in Manningham

In addition to the above criteria, organisations must:

- have at least 10 members
- ensure that a majority (90% or more) of members participating in the activity are aged 60 years and over.
- deliver activities at a suitable venue for older participants. 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 quotes for all expense items over \$500 that are essential for the delivery of the activity
- apply before the closing date.

#### 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)

Late applications will not be accepted.

### 2.2. What will not be funded?

Activities that:

- are inconsistent with the current Council Plan priorities or Community Grant Program objectives
- are the responsibility of other tiers of government (e.g. State, Federal)
- have a religious or political purpose which seeks to promote core beliefs
- spend grant funding prior to signing of the funding and service agreement (retrospective funding)
- involve gambling, tobacco, illicit drugs \* Please see more information below.
- use grants funding for the purchase and service of alcohol
- receive funding sponsorship or in-kind support from organisations whose primary purpose is to promote harmful behaviours such as gambling, tobacco, alcohol or illegal drug use.
- are for the purchase of gifts
- are funded through other Council programs or activities, including grants and sponsorship programs
- duplicate existing services/activities unless it can be demonstrated that it meets an unmet community need
- offer social outings and gatherings, unless it can be demonstrated it is a core part of the project delivery
- are part of the organisation's normal, everyday costs, like staff wages or office expenses. However, if the costs are specifically for running the funded project, you can include them in your budget. These costs must be no more than 20% of the total grant amount

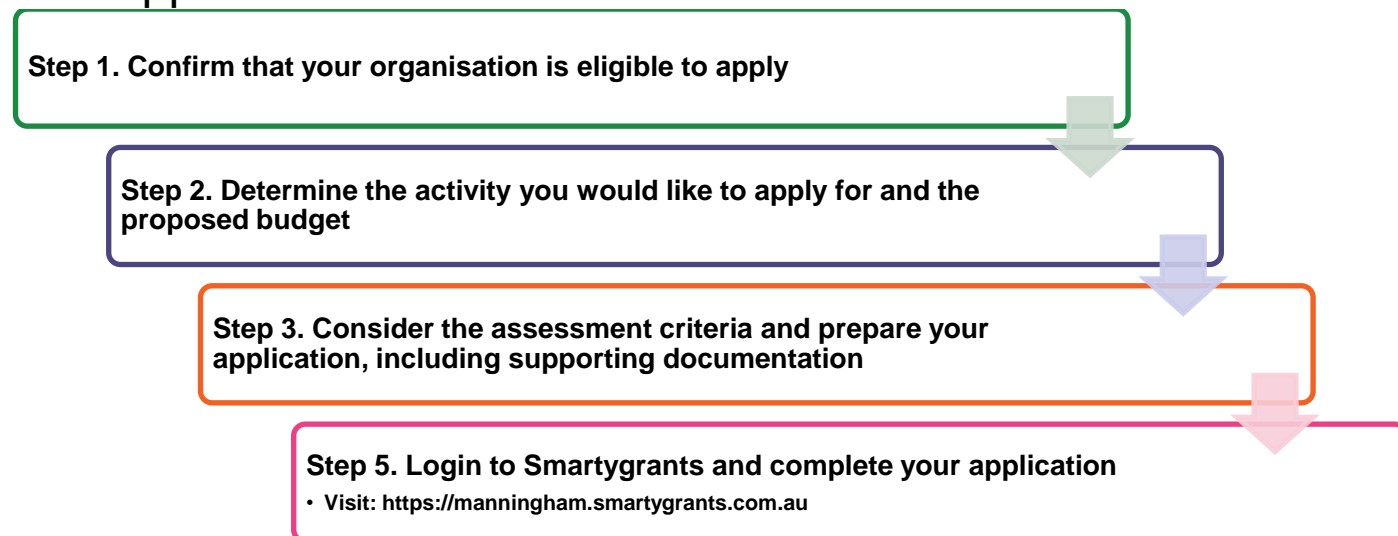
- seek sponsorship or fundraising support
- are listed as a sports club responsibility as set out in our Outdoor [Sports Infrastructure Guidelines](#).
- use grants funding for fixed / permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, solar panels)
- use grant funding for the purchase of capital assets e.g. motor vehicles

**Activities that involve alcohol.**

- Manningham Council specifically discourages behaviours that may cause harm or risk to individuals and communities. In line with this principle, grant funding cannot be used for the purchase or service of alcohol.
- However, alcohol may be served at grant funded activities and events with food and in line with the requirements of the Responsible Service of Alcohol in Victoria.
- Event organisers must ensure that alcohol is served responsibly at their events.
- Partnerships with local businesses involved in the responsible sale of alcohol (such as wineries or breweries) may be supported where the partnership contributes to local economic development outcomes, does not promote excessive or underage consumption, and aligns with community values and responsible service practices. This partnership must be declared in your grant application under question 1 'Project Description'.

## 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 and what it will achieve.</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:

- comply with the eligibility criteria
- are assessed against the above criteria
- are reviewed and endorsed by Council senior management.



## 3.3. Budget and quotes for expenses

The budget should reflect the amount you are requesting from Manningham Council (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 includes the grant amount you are requesting from Manningham Council.

### 3.3.2. Expenses and quotes

Please list all expenses required for your activity.

#### Budget example

Income	Amount
Council Grant	\$ 5,300
Other income e.g. ticket sales	
<b>Total Income (A)</b>	<b>\$ 5,300</b>

Expenses	Amount
Venue hire	\$700
Instructor for exercise classes: example [30 sessions x \$70 per session]	\$ 2,100
Exercise mats: example [25 x \$20 per mat]	\$500
Catering: example [25 members x \$2.00 x 40 sessions]	\$ 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)

### 3.3.3. Quotes

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.

## 3.4. How to apply

### 3.4.1 Help with your application

If you would like to discuss your **activity** before applying for a grant, please contact Manningham Council's Healthy Ageing Team on 9840 9230 or by email at [healthyageing@manningham.vic.gov.au](mailto:healthyageing@manningham.vic.gov.au).

Our Community Grants team is available to provide support for your **online application** using SmartyGrants, or to request a translator. Contact the Community Grants team on 9840 9333 or by email [grants@manningham.vic.gov.au](mailto:grants@manningham.vic.gov.au).

### 3.4.2 Submitting your application

Please submit your application via Manningham Council's online portal SmartyGrants:

<https://manningham.smartygrants.com.au>

**We will not accept late applications.** Applicants are encouraged to submit their application earlier than the closing date to avoid any technical difficulties or unexpected errors that may prevent the application being submitted.

## 3.5. Notification process

You will be notified by email regarding the outcome of your application within 6 weeks of the closing date.

If you are not successful you may request feedback from the Community Grants team regarding the outcome and how the application may be improved for next time. Our Community Grants Officers are there to support you.

While funding decisions are final, applicants are encouraged to apply again in future funding rounds.

A list of successful applicants will be published on Council's website soon after all applicants have been notified of the outcome of their application. You can find this information at:

[www.manningham.vic.gov.au/community-grant-program](http://www.manningham.vic.gov.au/community-grant-program). Reporting and financial acquittal requirements

All successful grant recipients must meet reporting requirements as part of their funding obligations to Manningham Council.

## 3.6. Reporting requirements

All grant recipients are required to report on the progress and completion of their funded activity. Reporting ensures public funds are used responsibly, supports transparency, and helps Council understand the outcomes and benefits delivered to the community.

Manningham Council's standard Funding and Service Agreements (FASA) outline the specific reporting requirements for each grant category. Any additional conditions or deliverables for a particular funding agreement will be detailed in the FASA.

## 3.7. Activity Completion report

Grant recipients must submit an Activity Completion Report, including financial acquittals, via our SmartyGrants portal. This report confirms that the funded activity was completed in accordance with the terms of the FASA.

## 3.8. Audit access

Council officers may request access to the applicant's records and accounts relevant to the grant activity for audit purposes. Failure to comply may result in ineligibility for future funding.

## 3.9. Support for reporting

If an applicant requires assistance with the reporting process, they are encouraged to contact the Community Grants Team before the report due date to ensure they receive the support they need.

## 3.10. Consequences of late or missing reports

If an applicant fails to submit the completed Activity Completion Report on time, they will not be eligible to apply for future funding until the current activity is finalised.

If an applicant fails to submit the completed Activity Completion Report for more than two grants, they will be ineligible for any future grants.



## 4. Reporting and financial acquittal requirements

---

All successful grant recipients must meet reporting requirements as part of their funding obligations to Manningham Council.

### 4.1. Reporting requirements

All grant recipients are required to report on the progress and completion of their funded activity. Reporting ensures public funds are used responsibly, supports transparency, and helps Council understand the outcomes and benefits delivered to the community.

Manningham Council's standard Funding and Service Agreements (FASA) outline the specific reporting requirements for each grant category. Any additional conditions or deliverables for a particular funding agreement will be detailed in the FASA.

### 4.2. Activity Completion report

Grant recipients must submit an Activity Completion Report, including financial acquittals, via our SmartyGrants portal. This report confirms that the funded activity was completed in accordance with the terms of the FASA.

### 4.3. Audit access

Council officers may request access to the applicant's records and accounts relevant to the grant activity for audit purposes. Failure to comply may result in ineligibility for future funding.

### 4.4. Support for reporting

If an applicant requires assistance with the reporting process, they are encouraged to contact the Community Grants Team before the report due date to ensure they receive the support they need.

Consequences of late or missing reports

If an applicant fails to submit the completed Activity Completion Report on time, they will not be eligible to apply for future funding until the current activity is finalised.

If an applicant fails to submit the completed Activity Completion Report for more than two grants, they will be ineligible for any future grants.

### 4.5. Performance and Grant Variations

Sometimes, changes to the timing, budget, or scope of a project may be needed during the grant period. These changes must be managed through a formal grant variation process via SmartyGrants, with support from the Community Grants Team.

Once a Grant Variation Form is submitted, Council officers will review the request and seek the necessary approvals. No changes can be confirmed until formal approval is given.

If a funded program cannot be delivered as outlined in the Funding and Service Agreement (FASA), or if there are unspent funds at the end of the project, the remaining funds must be returned to Manningham Council within an agreed timeframe.



# 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 <b>9840 9355</b>	普通话	廣東話	Ελληνικά	Italiano	فارسی	العربية
---	--------------------------------------	-----	-----	----------	----------	-------	---------