



2019

# WA SENIORS WEEK

10 – 17 November

## Community Grants Program



Government of Western Australia  
Department of Communities



## 1.0 Introduction

Seniors Week 2019 is a special time of celebration for Western Australian seniors. From Sunday 10<sup>th</sup> to Sunday 17<sup>th</sup> November 2019, events and activities are held across Western Australia to acknowledge seniors and show our appreciation for their valued contribution to society.

COTA (WA), supported by the Department of Communities and Lotterywest, invites organisations to apply for funding to help meet the cost of hosting Seniors Week events and activities in Western Australia.

The Seniors Week 2019 Community Grants applications are now open and close 5.00pm, Friday 16<sup>th</sup> August 2019.

Further copies of the Seniors Week 2019 Community Grants Program Application Form can be found online at [www.cotawa.org.au](http://www.cotawa.org.au)

### 1.1 Community Grants Available

#### 1) Grants of up to \$1000

Grants of up to \$1000.00 are available to support an event or activity during Seniors Week or a contribution towards an existing and already planned event or activity. Examples of the types of events that will be considered for funding are provided in Section 1.5; please note that this is not a comprehensive list.

#### 2) Grants between \$1001 - \$3000

A limited number of larger grants, up to \$3000.00, may be available for large events to be held in the Perth Central Business District or at regional centres during Seniors Week 2019.

If you are interested in hosting an event of this type, please contact the Grants Officer at COTA (WA) on 08 9472 0104 | email [grants@cotawa.org.au](mailto:grants@cotawa.org.au) to discuss your ideas prior to submitting your application.

### 1.2 Objectives

The Seniors Week 2019 Community Grants Program provides financial assistance to organisations hosting local events in metropolitan and regional areas of Western Australia. Events should meet at least one of the following aims of the week which are:

- To recognise and thank seniors for their contribution to the community
- To promote intergenerational activities linking seniors to the community
- To facilitate artistic, cultural and celebratory expression within the community
- To engage seniors in a variety of activities and initiatives that encourage active ageing

Applications are strongly encouraged for events aimed at seniors who:

- Would not normally participate in Seniors Week activities or events
- Are at risk of becoming socially isolated
- Are members of Indigenous or Culturally and Linguistically Diverse communities

Applications for funding will be assessed against the extent to which the proposed activity or event meets the Seniors Week objectives.

### 1.3 Who can apply?

The Seniors Week 2019 Community Grants Program is open to Western Australian:

- Not-for-profit community organisations
- Religious groups or organisations
- Charitable organisations
- Local government authorities

### 1.4 What can be Funded

Funds received through this program may be used as a contribution towards program costs. Such expenses may include but are not limited to:

- Administrative expenses
- Advertising and promotion
- Catering, food and drink (**note: a maximum of 25% of the total funding received can be used for catering purposes**)
- Entrance / admittance fees
- Insurance
- Project materials
- Staff wages
- Transport costs
- Venue and equipment hire
- Other miscellaneous expenses

**As the Seniors Week 2019 focus includes celebratory events and activities, some funding will be available to support artistic and cultural events. This will mean that payment to artists and tickets to performances may also be funded under the grants program if the community benefit is shown in the application.**

The grant **cannot** be used for:

- Purchasing capital items or infrastructure, including equipment, furniture, machinery, etc.

Funded activities and events **must be held during Seniors Week 2019** which is from **Sunday 10<sup>th</sup> to Sunday 17<sup>th</sup> November 2019**. Retrospective funding will not be made available.

Please note this is not a recurrent funding program; however, successful applicants from previous years are still encouraged to apply. Previously unsuccessful applicants are also encouraged to apply.

### **1.5 Community Grant Ideas and Examples of previously Funded Activities or Events**

The events and activities that have been funded in the past have been very varied in nature. Below are some examples to help you plan your event. Events or activities other than those listed below are also eligible for a community grant:

- Come and try days, sports and exercise programs, crafts, photographic displays, etc.
- Dances, concerts, stand-up comedy acts
- Art exhibitions or workshops
- Cultural performances
- Expos, trade shows and open days
- Intergenerational events, photography, workshops, quiz nights, etc.
- Balls and awards nights
- Hiring a bus to attend an organised event or venue, visiting a community garden or museum or holding a mystery bus tour
- Information sessions
- Activity days
- Morning tea, lunch or afternoon tea with guest speakers

If you would like to discuss your idea please contact the Grants Officer at COTA (WA) on (08) 9472 0104 or email [grants@cotawa.org.au](mailto:grants@cotawa.org.au)

### **1.6 Special Conditions of Grant**

- Funded activities and events must be held during Seniors Week 2019 which is from **Sunday 10<sup>th</sup> to Sunday 17<sup>th</sup> November 2019**.

- For events/activities supported through the grants which involve working with children your organisation must ensure that all employees and volunteers involved in the event/activity comply with the Working with Children (Criminal Record Checking) Act 2006. Please refer to this website for further information: [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au)
- The Department of Communities, Lotterywest and COTA (WA) are not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the Grant. In this respect, recipient organisations are required to be appropriately incorporated and be responsible for their own insurances. This includes but is not limited to, Public Liability, Volunteer Insurance and Professional Indemnity.
- You must ensure that participants in events/activities supported through the grants are not exposed to significant promotions for alcohol or unhealthy food and drinks during the event/activity.

### 1.7 Submitting your Application

To complete your application you will need to complete the form included in this package. Make sure you answer **all** questions. When submitting your application please do not bind hard copy applications in any way other than with a paperclip.

Once completed your application can be submitted in the following ways:

**Post**  
Attn: Grants Officer  
COTA (WA)  
PO Box 923  
VICTORIA PARK WA 6979

**Hand Delivered**  
Attn: Grants Officer  
COTA (WA)  
Suite 2, 61 Kitchener Ave  
VICTORIA PARK WA 6100

**Email** [grants@cotawa.org.au](mailto:grants@cotawa.org.au)

We request that you only submit your application once. A confirmation of receipt of your application will be forwarded to you once your application is received.

***If you do not receive a receipt within seven (7) days please contact us to ensure that we have received your application.***

**Applications close at 5.00pm, Friday 16<sup>th</sup> August 2019.**

## **1.8 Application Approvals Process**

Once applications have closed, the selection panel including representatives from the Department of Communities and COTA (WA) will meet to discuss the applications. All applicants will then be advised of the outcome of their community grant applications; it is anticipated that this process will be completed by mid-September 2019.

## Application Form

### Seniors Week 2019 Community Grants Program

#### Section 1 - Applicant Details

Name of Organisation:			
Contact Person:	Title:	First name:	Surname:
Position Title:			
Postal Address:			Postcode:
Phone:		Mobile:	
Email:			
How would you prefer to receive correspondence relating to this application?	<input type="checkbox"/> Email <input type="checkbox"/> Post		
Type of Organisation:	<input type="checkbox"/> Not-for-profit <input type="checkbox"/> Local Government <input type="checkbox"/> Religious / Charitable		
Do you have an ABN?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ABN:	
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the organisation incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>no</b> , who is supporting your event?			(Please attach a letter of support)

## Section 2 - Event Details

Event title:			
Date of event:		Time of event:	
Venue or location:			
Expected numbers:		Is the event open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a cost per person?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much?	

## Section 3 - Selection Criteria

Please complete the following questions in the space provided below to support your application.

<p><b>Question 1</b></p> <p>In no more than 100 words, briefly describe your event. What are you planning to do?</p>



**Question 2**

How will your event support the objectives of Seniors Week 2019? (refer to section 1.2 of this document)

**Question 3**

Who do you expect to participate in your event? How does your event target these people? (Maximum 200 words)

**Question 4**

How does your event target Indigenous or Culturally and Linguistically Diverse communities?  
(Maximum 200 words)

**Question 5**

How does your event target seniors at risk of becoming socially or geographically isolated?  
(Maximum 200 words)

**Question 6A**

How much funding are you requesting?

\$

**Question 6B**

What services or items will you be purchasing with the funds? (Maximum 200 words)

## Section 4 - Agreement

I confirm that the details contained in this application and its attachments are true and correct.

*I understand that if this application is approved:*

1. My signature below is an agreement to abide by the undertakings and conditions of the community grant as outlined in a confirmation letter that will be sent to my organisation in September 2019.
2. By 5.00pm, Friday 6 December 2019, I will provide acquittal of the funds received under this grant program, which have been spent in accordance with the guidelines.
3. I agree that any unexpended grant funds will be returned to COTA (WA) by 5.00pm, Friday 6<sup>th</sup> December 2019.
4. I agree to have my funded event listed in the Seniors Week 2019 events calendar published in the media and online.
5. COTA (WA), Lotterywest, The Department of Communities and other sponsors as outlined in the confirmation letter will be acknowledged in all publicity and promotion of this event.

Signed:
Position:
Date:

## Section 5 - Payment Details

In order to expedite payment if your application is successful, please provide your bank account details below.

<b>Name of Organisation</b>	
<b>Event Title</b>	
<b>Contact Person</b>	
<b>Contact Phone</b>	
<b>EFT Details</b>	
<b>Account Name</b>	
<b>BSB</b>	
<b>Account Number</b>	

## Submit your Application

**Please note:** Applications submitted after **5.00pm, Friday 16<sup>th</sup> August 2019** or submitted without signatures will not be considered.

- Submit **one copy only** of the application form via email or post.
- Applications submitted in hardcopy format should not be stapled.
- Applications submitted in electronic format may type their name to indicate their acceptance of the terms and conditions.
- Organisations can submit more than one application.

Applications can be submitted via:

Post

**Attn. Grants Officer  
COTA (WA)  
PO Box 923  
VICTORIA PARK WA 6979**

Hand Delivered

**Attn. Grants Officer  
COTA (WA)  
Suite 2, 61 Kitchener Avenue  
VICTORIA PARK WA 6100**

Email

[grants@cotawa.org.au](mailto:grants@cotawa.org.au)

**Applications Close 5.00pm on Friday 16<sup>th</sup> August 2019.**