

Seniors Festival Grant Form 2024

Form Preview

Guidelines and Criteria for Funding

Indigo Seniors Festival Grants Program The Indigo Seniors Festival is a celebration of Indigo Shire Council's residents aged over 55 and recognises the valuable contribution they make to our community. This community driven festival is run in conjunction with the Victorian Seniors Festival and will begin on 01 October 2024, with a month of free and low-cost activities across the Indigo Shire. Indigo Shire Council received funding received from Victorian Seniors Festival, State Government Department of Families, Fairness and Housing (DFFH), to support local community led initiatives to be held during October 2024. Small grants between \$100-500 are available to assist groups and organisations with nominal expenses to run an event or activity for the Indigo Seniors Festival 2024.

Guiding Principles Indigo Shire Council is committed to working in partnership with local clubs, community groups, committees and service providers to deliver place-based projects that consider:

- Access and inclusion;
- Child safety;
- Gender equity;
- Cultural awareness

This practice ensures the broad engagement, participation, enjoyment, and safety of community members in the program. It is also in line with the principles of the Victorian Seniors Festival who are committed to celebrating the experience and knowledge **all** older people bring to the Victorian community and reach a broader and greater number of seniors. To provide a more inclusive, accessible and safe Festival for everyone, the DFFH is looking to increase events and participation in Festival activity for the following key priority groups:

- First Nations elders
- LGBTI+ seniors
- seniors with disability
- seniors from multicultural and/or multi-faith backgrounds
- veterans
- vulnerable men.

More information: [Intersectionality Guide for Seniors Festival](#) **Program Objectives**

- Recognise and celebrate community members aged 55 and over living within the Indigo Shire.
- Promote community participation, active living, social inclusion, and community connections.
- Support community groups to provide events and activities for community members aged 55 and over by providing funding to assist with nominal expenses.
- Respond to actions in the Indigo Shire Council Plan and Municipal Health and Wellbeing Plan.

Who Can Apply? Any community organisation, group or club operating in Indigo Shire who intend to hold an activity catering primarily to the benefit of older people from 01 - 31 October 2024. Only one funding request will be eligible per organisation, group or club.

What eligibility criteria do clubs, groups or organisations need to meet?

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- Be not-for-profit.
- Be non-government and non-political.
- Conduct activity within the Indigo Shire.
- Have public liability insurance.

What eligibility criteria do activities or events need to meet?

- Be primarily for people 55 years of age and over and inclusive of all ages and abilities.
- Be open to the public to attend.
- Not constitute a regular activity for your group.
- Be free or low-cost.
- Address at least one of the points made above under Program Objectives.
- Be held within the Indigo Shire Council municipality.

What type of activities or events will be considered? The Indigo Shire Seniors Festival will include events and activities that showcase positive and active ageing. Such as social; sporting; education; cultural; multicultural; and intergenerational events. Your funding request supports the delivery of an event or activity. Minor equipment purchases that supports the event or activity are eligible.

Some ideas for events and activities include:

- morning teas
- exhibitions
- fitness sessions
- information sessions or talks
- literary events and activities
- nature walks

Events or activities that won't be funded:

- Activities conducted outside of festival dates (01-31 October 2024).
- Applications from commercial or private organisations.
- Applications from educational institutions.
- Activities that are only available to existing club members.
- Activities that are part of an organisations' core business or normal operating expenses.

How much can we apply for? Applications for between \$100-500 to support running an event or activity that meets the selection criteria will be considered. Please note, a limited number of small grants are available, and you may not necessarily receive the full amount for which you have applied.

Assessments of Grants The applications will be reviewed for eligibility by the Access and Inclusion Officer. Eligible applications will be assessed on the Criteria by a panel of three people.

Activity or Event Holder Agreement Details of the Activity or Event Holder Agreement are contained in this application. Signing the Activity or Event Holder Agreement is part of the application process however does not ensure your application will be fully funded.

Successful Applicants Indigo Shire Council will endeavour to accommodate as many events as possible, but due to community spread of events, type of events and other factors for consideration, it may not possible to guarantee inclusion of all funding applications. Successful applicants will be notified by Wednesday 21 August. Please note that decisions will be final.

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Payment Indigo Shire Council will transfer grant funding electronically into a nominated Australian Bank Account. After notification, successful applicants will receive payment within 1-4 weeks, and remittance advice will be emailed to you.

Acquittal Successful applicants will be required to submit by email a brief summary of the event and attendance numbers by Friday 08 November 2024.

Important Application Dates

Applications Open

Monday 08 July 2024

Applications Close

Sunday 11 August 2024

Applicants Notified

Wednesday 21 August 2024

Payments

Wednesday 21 August 2024

Acquittal/ Event Summary submitted

Friday 08 November 2024

Other Important Information Activity or Event Holders are encouraged to register their activities or events for inclusion in the Indigo Seniors Festival Guide. This is a separate process to this grant application. The registration form can be found here [Activity or Event Registration Form 2024](#) and further details can be found on our website.

Contact Us For more information regarding the Indigo Seniors Festival Grants Program, including discussing your project idea, requesting help with your online application or how to consider and incorporate the guiding principles please contact Indigo Shire Council Access and Inclusion Officer via the details below:

Kellie Sutherland Access and Inclusion Officer Email: kellie.sutherland@indigoshire.vic.gov.au
Phone: 03 5728 8000

Organisation Details

* indicates a required field

Group or organisation Details

Name of Organisation *

Postal Address

Address

Website

Must be a URL

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**Authorised
Representatives Name ***

Title

First Name

Last Name

(Chair, Head of Org etc)

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address

Contact for Application

Contact Name *

Title

First Name

Last Name

Position held *

Contact Email *

Must be an email address

Contact Phone Number *

Must be an Australian phone number

Public Liability Insurance

All applications require Public Liability Insurance. Your application will be ineligible if you do not have Public liability Insurance. Does your group or organisation have Public Liability Insurance? *

☐ Yes ☐ No

Activity or Event Details

** indicates a required field*

Title of Activity or Event *

Date of Activity or Event *

Time of Activity or Event *

Venue of Activity or Event *

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**Activity or Event
Organiser Contact Email**

Must be an email address.

**Activity or Event
Organiser Contact Phone
Number**

Must be an Australian phone number.

**Activity or Event
Ticketing Website**

Must be a URL.

Are bookings required?

☐ Yes ☐ No

**Brief description of your
activity or event (e.g.
What will happen at
your event? What might
attendees get out of
attending? Will there be
catering? What access
considerations have
been made?): ***

Must be no more than 200 words.

**Does your activity or
event increase events
and participation in
Festival activity for
the following key
priority groups: First
Nations elders, LGBTI
+ seniors, seniors
with disability, seniors
from multicultural
and/or multi-faith
background, veterans
and/or vulnerable men.**

Word count:

Must be no more than 200 words.

**Anything else you would
like to add?**

Word count:

Must be no more than 200 words.

Funding Request

* indicates a required field

Funding request (all figures are GST exclusive)

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Please provide details of your funding request and how you intend to spend the funds. Please don't add commas to figures, eg. write \$500 not as \$500.00

Amount of funding request *

\$

Must be a dollar amount and no more than 500.

How will you spend the funds? *

Banking Details

* indicates a required field

Bank Account Details Form completed (required documentation)

Email address for remittance advice: *

Must be an email address.

Bank Account (EFT Payment Details) *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Bank Name *

Application Authorisation

* indicates a required field

Activity or Event Holder Agreement

Indigo Shire Council is delighted that you would like your event or activity to be considered for the 2024 Indigo Seniors Festival which takes place from Tuesday 01 to Thursday 31 October. This agreement confirms the support that Indigo Shire Council will provide, as well as the tasks you will need to commit to:

You the organiser will:

- Plan and organise the activity or event.
- Register your activity or event for inclusion in the Indigo Seniors Festival Guide.
- Cover your event financial costs.
- Take bookings and enquiries for the event/s.

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- Promote your events.
- Ensure that the event/s and venue is risk assessed.
- Provide Indigo Shire council with an event summary by no later than Friday 08 November.

Indigo Shire Council will:

- Promote your event widely
- Attend your event where possible
- The Access and Inclusion Officer will provide advice on publicity and other guidance where necessary, will assist with risk assessments and registration of activities if requested.

Declaration and Privacy Statement

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group. The submission is true and correct and discloses a full and accurate statement of the applicant organisation's income and expenditure.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact the Indigo Shire Council immediately if any information provided in this application changes or is incorrect.

The Indigo Shire Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the Council's Grant Program.

If successful in gaining funding I agree to abide by the Indigo Shire Council's grant regulations, including project evaluation and grant acquittal completion.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

☐ Yes

☐ No

I agree to the conditions of the Activity or Event Holder Agreement

☐ Yes

☐ No

Authorised Person's Name *

Title

First Name

Last Name

Position held *

Date of declaration *