

Connecting Seniors Application form

Form Preview

Application Form Connecting Seniors

* indicates a required field

Eligibility Overview

Please complete this form to submit an application for funding under the Connecting Seniors Grant Program. Before you apply please read the [Connecting Seniors Grant Program Guidelines](#) and [Frequently Asked Questions 'FAQs'](#) to make sure you understand all relevant requirements.

Please Note:

- Eligibility and submission of an application does not guarantee funding.
- This grant is one-off funding with a fixed 12 months term ending 31 January 2025.
- Your application must be accurate and complete upon submission. If required information is not provided, your application will be deemed ineligible.
- Only one application per funding category will be accepted per organisation.
- The cost of preparing an application is the responsibility of the applicant.
- All projects must be located within NSW and must be delivered in full within 12 months.
- Your organisation must maintain current and adequate insurance, as per the [Connecting Seniors Grant Program Guidelines](#). If your organisation is not covered, you can approach an eligible organisation to sponsor your application and submit the application on your behalf.
- If organisations are formally partnering with an incorporated not-for-profit or NSW local council (i.e. in order to maintain appropriate and adequate insurance), the sponsoring body must submit the application form - including their bank details and authorised signatories.
- Submissions close on **Wednesday 25 October 2023 at 5pm AEST.**
- **Late applications will not be accepted.**

Support available:

If you require any assistance or have any queries relating to this grant, organisations can contact the Seniors Team at Seniors@facs.nsw.gov.au

Please ensure to quote your Application ID (which appears at the top of your application form) **for all correspondence with DCJ.**

Eligibility Criteria

This section of the application form is designed to help you, and us, understand if the organisation meets the eligibility criteria for the Connecting Seniors grant program. It's important that all of the points listed below are confirmed before you proceed to filling out your application to ensure that you do not spend time applying for an unsuitable grant.

I can confirm that:

- I have read and understand the [Connecting Seniors Grant Program Guidelines](#) and the [FAQs](#).

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- I can demonstrate alignment between the project and the objectives of this program.
- Applicant organisation is an incorporated not-for-profit community organisation or NSW local council.
- Proposed project is in an eligible location in NSW.
- Proposed project will be completed by 31 January 2025.
- Applicant Organisation can maintain adequate and current insurance cover including, but not limited to; Workers Compensation Insurance, Professional Indemnity Insurance, Personal Accident Insurance, and a minimum of \$10 million Public Liability Insurance.
- Applicant Organisation does not have a Redress Obligation under the [NSW National Redress Scheme](#).
- Applicant Organisation does not have any outstanding acquittals with DCJ (formerly FACS).

*

I confirm that all the above statements are true and correct.
In the next sections you will be asked to demonstrate your eligibility

Eligibility and Organisation Details

* indicates a required field

Eligibility

Which of the following applies? *

Please note: the term “subcontracting” is used for the purposes of this grant program. If your organisation already has a formal subcontracting agreement in place, you will still be required to seek formal permission in writing from DCJ to enter into subcontracting arrangements using one of the available forms should your application be successful. <https://www.facs.nsw.gov.au/providers/working-with-us/fcm-resources/subcontracting/chapters/how-to-obtain-written-consent>

What is your organisation's legal structure? *

Hint: Please note that to be a “NSW non-government organisation established under an Act of Parliament” your organisation needs to have been established by name under an Act of Parliament (this is relatively rare, and applies only to NSW universities and a small number of large charities which have had Acts of Parliament enacted for this purpose – for example, the Macquarie University Act 1989). You can check your DGR status at <http://abr.business.gov.au/AdvancedSearch.aspx> . You can check your registration at the ACNC website at <http://www.acnc.gov.au/> .

Please attach evidence of the legal structure selected above: *

Attach a file:

Please note: Incorporated organisations and associations should upload a copy of their certificate of incorporation from NSW Fair Trading. Not-for-profit companies should upload a copy of their ACNC certificate or certification of DGR status. Indigenous Corporations should attached a copy of their registration certificate from the Office of the Registrar of Indigenous Corporations (ORIC)

What is the name of the Act of Parliament that established your organisation?

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Hint: Please note that to be a “NSW non-government organisation established under an Act of Parliament” your organisation needs to have been established by name under an Act of Parliament (this is relatively rare, and applies only to NSW universities and a small number of large charities which have had Acts of Parliament enacted for this purpose – for example, the Macquarie University Act 1989).

Insurance

Grant recipients must maintain current and adequate insurance appropriate to the projects/ activities funded under this grants program to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Grant Funding Agreement. Your Public Liability Insurance requires a minimum of \$10 million.

Please attach Public Liability certificate of currency in the name of your organisation. *

Attach a file:

A minimum of 1 file must be attached.

Please note: If your organisation is not covered by the appropriate insurance, you will need to approach another organisation (such as your local council or an incorporated not-for-profit) to subcontract your application so that your project will be covered under their insurance.

Does your organisation have any outstanding acquittals due to the Department of Communities and Justice (formerly Department of Family and Community Services)? *

Please note: If your organisation has any outstanding acquittals due to the Department of Communities and Justice you are not eligible to apply to this grant program. Please complete any outstanding acquittals prior to submitting your application.

Please confirm that your organisation has not been publicly identified as declining to join the National Redress Scheme OR failing to join the scheme at the expiry of six months after being notified to join the Scheme. *

Please note: For more information on the NSW Government Redress Scheme Sanctions Policy, visit <https://arp.nsw.gov.au/c2021-13-nsw-government-redress-scheme-sanctions-policy/>

Please confirm that you will adhere to the NSW Health public health order and advice in regards to COVID-19. *

It is preferable that measurements are in place in case of COVID-19 outbreak. Refer to NSW Health website for information on public health orders <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/public-health-orders.aspx>

Applicant Organisation Details

Grant recipient is responsible for project delivery.

Applicant organisation name (legal name) *

Organisation Name

This should be consistent with the name listed on your Incorporation Registration or on the Australian Business Register

Applicant Organisation primary address *

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Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Applicant organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN

Authorised Organisation Contact

The Authorised Organisation Contact will receive formal correspondence from the Department of Communities and Justice and will be the **organisation's authorised delegated contact. The authorised signatory has delegated authority to sign on behalf of the organisation and should be the General Manager, CEO or Executive Officer, President, Organisation Board or Committee of Management Chair.**

It is your responsibility to update the Department of Communities and Justice of any contact details change during the delivery of the project.

Authorised Organisation Contact *

Title First Name Last Name

This is the person we will correspond with about this grant.

Position held in organisation: *

e.g. Manager, Board Member, Fundraising Coordinator

Business Phone number: *

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Must be an Australian phone number.

Email address: *

This is the address we will use to correspond with you about this grant.

Project Contact Person *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position held in organisation: *

Business Phone Number: *

Must be an Australian phone number.

Mobile Phone Number *

Must be an Australian phone number.

Email address: *

Must be an email address.

Applicant Organisation Bank Details

Bank Account *

Account Name

BSB Number Account Number

<input type="text"/>	<input type="text"/>
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Must be a valid Australian bank account format.

Please note: Organisations that are formally partnering with an incorporated not-for-profit or NSW local council must provide the Bank Account details of the sponsoring body.

Details of organisation being subcontracted

Name of organisation being subcontracted *

Address of organisation being subcontracted *

Address

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Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Primary Contact Person at organisation being subcontracted *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

We may contact this person to verify that this sponsoring arrangement is valid and current.

Contact Person - Position: *

HINT: For example, Manager, CEO

Contact Person - Phone Number: *

Must be an Australian phone number.

Contact Person - Email Address: *

Must be an email address.

Please attach a valid and current arrangement from the subcontracting organisation *

Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date. <https://www.facs.nsw.gov.au/providers/working-with-us/fcm-resources/subcontracting/chapters/how-to-obtain-written-consent>

Funding Category

* indicates a required field

If you wish to apply for more than one funding category you will need to complete and submit a second application.

Three funding categories are available to distribute \$600,000 across NSW:

- **Category 1:** Creation grants are for new innovative projects, with \$20,000 to five innovative projects with an overall value of \$100,000. Local Councils are restricted from applying in Category 1.
- **Category 2:** Enhancement and/or expansion grants target known projects that work, with \$30,000 each for ten different organisations with an overall value of \$300,000. Local Councils are restricted from applying in Category 2.
- **Category 3:** Local Council grants are available only to local councils, with \$40,000 to five different councils with an overall value of \$200,000.

The objective of the program is to build social connections, engage hard to reach seniors and is based on the identified needs of seniors in your community rather than the number of people. The organisation will need to engage the minimum number of participants for each project depending on the funding category. As a guide the **minimum number of**

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participants for Category 1 = 40 participants; Category 2 = 60 participants; and Category 3 = 80 participants.

Please select from the dropdown list which grant category you are applying for. *

Please note: Refer to the Connecting Seniors guidelines section 'Funding Amounts'. Local Councils can only apply for Category 3 Local Council funding category. Category 3 only applies to NSW Local Council operating under the Local Government Act 1993.

How many people do you estimate will participate in your project? *

Must be a number and at least 40.

Please note: Minimum required number of participants apply -Category 1 = 40 ; Category 2 = 60 ; Category 3 = 80

Project Details

* indicates a required field

Project Title *

Project Start Date *

Must be a date and no earlier than 1/1/2024.

Project End Date *

Must be a date and between 1/1/2024 and 31/1/2025.

How will the majority of planned activities take place? *

- Face-to-face Online (virtual) Both (hybrid)

Provide the physical address where the majority of activities will take place *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

What Local Government Area (LGA) will your program or activity be held in? *

To find what Local government Area your project will be held in, please enter the venue address into the search box at: <https://www.olg.nsw.gov.au/public/find-my-council/> .

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Please provide a short project description *

Word count:

Must be between 100 and 200 words.

This description may be used for promotional purposes

Select the main priority group that will participate in your project *

- Aboriginal or Torres Strait Islanders aged 50 years and over
- People over the age of 65
- People from culturally or linguistically diverse (CALD) backgrounds
- People who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Asexual (LGBTIQA+)
- People living with disability, dementia, chronic disease or mental illness
- People in regional, rural and remote areas
- Carers

No more than 3 choices may be selected.

We encourage a focus on older people from the above priority groups due to these groups being considered at higher risk of isolation.

Is your project open to your organisation members/clients only? *

Outline the promotional strategies you will use to market your project, to ensure your target audience participates and participation is sustained from seniors who are considered to be socially isolated or at risk of social isolation, especially those who are hard to reach. *

Word count:

Must be no more than 150 words.

What is the method for recording attendance at your event/activities? *

Program Objectives

* indicates a required field

Program Objectives

The program aims to connect seniors and reduce isolation for older people, including those aged 65 years and over, or 50 years and over for Aboriginal people. The objectives of the Connecting Seniors grant program are to:

- engage new people, particularly harder-to-reach older people
- provide meaningful and lasting social connections
- help older people connect with each other in small group activities in person
- enable older people to develop lasting quality relationships

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Please describe how your project will meet all grant objectives listed above? *

Word count:

Must be between 150 and 250 words.

Please address each grant objective

Please list your project's key activities *

Word count:

Must be between 100 and 250 words.

How will participants benefit from your planned activities? *

Word count:

Must be between 100 and 200 words.

Please outline what measures you have taken, if any, to demonstrate your program/activities foster social connections and/or how this may impact older people *

Word count:

Must be no more than 150 words.

HINT: We encourage to make programs/activities accessible. Please see the Toolkit for Accessible and Inclusive Events <https://www.nsw.gov.au/sites/default/files/2023-07/Toolkit-for-Accessible-and-Inclusive-Events.pdf>

Project Impact and Evaluation

Please describe what tangible and positive outcomes your project will deliver *

Word count:

Must be between 100 and 200 words.

Please outline the impacts of any previous and/or current projects you have undertaken that have successfully connected seniors *

Word count:

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Must be between 100 and 200 words.

Provide a short description (100 words recommended) of your project - what are you out to do?

How will you evaluate and measure the success of your project against the outcomes listed above? *

Must be between 100 and 200 words.

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

Please outline the skills and expertise of your organisation to plan and deliver the project on time and on budget *

Word count:

Must be between 100 and 200 words.

Project Budget

* indicates a required field

Budget Information

Connecting Seniors funding can only be used for expenses/activities directly associated to the project.

Applicants must clearly propose an accurate budget for their project.

Please provide a breakdown of your proposed budget for your project using the tables provided below.

Applicant's Budget (Grant Funding): In this table list all expenses that you would pay for with Connecting Seniors grant funding. **List all items as exclusive of GST.**

Example:

- *Brochure printing* \$50.00
- *Newspaper Ad* \$150.00
- *Decorations* \$25.00

Applicant's In-Kind Contributions: In this column list the dollar value of all other resources contributed to the project. Resources to list in this column include:

- money spent by your own organisation
- sponsorship
- cash donations
- in-kind contributions (goods and services you have received but have not paid for, i.e. a room hire fee waived by a venue)

Reminder:

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It is preferred that at least one quote is uploaded per line item for purchases of goods or services in your budget to substantiate the funding amount requested. Quotes should align with and substantiate information provided in the project budget.

Grant Funding Exclusions

The following expenses **will not be considered** eligible for grant funding:

- Project costs that are already the subject of another government grant, subsidy or financial assistance.
- Project costs incurred prior to an application being submitted (no retrospective funding will be awarded).
- Permanent salaries/wages, with the following exceptions:
 - costs for temporary staff for your project or event can be included;
 - an existing staff member to work additional hours/days to work on the project;
 - an existing staff member assigned to the project and working the same hours as before; however, their prior duties have been significantly reduced to match the time now devoted to the project. In these cases, DCJ may require written evidence that these duties have changed (in the form of copies of old and new position descriptions).
- Any activity of a commercial nature that is for-profit.
- Capital works including building work.
- Permanent equipment purchases, for example, tablets and computers.
- Business as usual costs or general operating expenses.
- Programs and activities that encourage gambling such as bingo, or the consumption of alcohol.
- Interstate or overseas travel costs.
- The same program or activity twice. For example, two different organisations cannot apply for funds for the same program or activity.
- Programs and activities coordinated by NSW Government Departments and Statutory Authorities.

Please confirm that you will not spend grant funding on the above excluded items. *

Applicant's Budget (Grant Funding)

Grant-funded expenses

\$ Item amount

List the items you will pay for using grant funding	Must be a whole dollar amount (no cents).
	\$
	\$
	\$

Total Value: Connecting Seniors grant program funded expenses *

\$

This number/amount is calculated.
Total grant funded requested

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Project Quotes *

Attach a file:

Please upload at least one quote for purchases of goods or services to substantiate the funding amount requested

Applicant's In-Kind Contributions

List the items your organisation will pay for, including donations and in-kind contributions **\$ Item amount**

	Must be a whole dollar amount (no cents).	
	\$	
	\$	
	\$	

Total Value: Applicant's In-Kind Contributions

\$

This number/amount is calculated.

Total estimated cost of your project

\$

This number/amount is calculated.

It is the total amount the project will cost (grant-funded expenses + applicant's expenses)

Applicant Declaration

* indicates a required field

The Applicant Declaration must be made by the organisation's authorised signatory.

If your Organisation is formally partnering with an incorporated not-for-profit or NSW local council - this declaration must be signed by an Authorised signatory of the subcontractor.

Authorised signatory *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Organisation of Authorised signatory *

Position of Authorised signatory *

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Email Address: *

Must be an email address.

As an authorised signatory you agree to the following statements:

- I have read and agreed to the requirements and responsibilities associated with funding under the Connecting Seniors Grant Program, as set out in the [Guidelines](#) and [FAQs](#).
- I certify that the information in this application is true and correct.
- I declare that I have the appropriate authority to submit this application on behalf of my organisation.
- I acknowledge that this is one-off grant funding.
- I agree that if successful, details about the outcomes may be used by NSW Department of Communities and Justice for informative and evaluation purposes.

I agree to the above declaration. *

Yes

Application Submission

Before submitting your application please make sure you have checked over your application.

You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you supplied under Organisation's Details.

If you do not receive a confirmation of submission email then you should presume that your submission has **NOT** been submitted. **Contact:** Grants Team at SPCGrantsTeam@facns.gov.au, please quote your Application ID in all correspondence.