

# 2025 NSW Seniors Festival Grant Program Guidelines

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August 2024

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# 1 Department of Communities and Justice (DCJ) Grant Program Guidelines

The purpose of the Grant Program Guidelines is to provide potential applicants with an overview of the grant, the application and assessment process, and the performance, monitoring and reporting requirements.

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## 2 2025 NSW Seniors Festival Grant Program Guidelines

The 2025 NSW Seniors Festival Grant Program Guidelines contain information to assist potential applicants to complete the application. It includes an overview of the 2025 NSW Seniors Festival Grant Program, information about the application process, eligibility and assessment criteria, how the funds can and cannot be used, and reporting requirements.

It is recommended that these guidelines are read prior to completing your application for the NSW Seniors Festival grant program.

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## 3 Overview of the 2025 NSW Seniors Festival Grant

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### 3.1 Purpose of the 2025 NSW Seniors Festival Grant Program

The NSW Seniors Festival Grant Program provides \$200,000 in funding for community programs and activities that enable older Australians to remain active, healthy, and engaged during the NSW Seniors Festival.

Every year the festival provides hundreds of free and discounted programs and activities to seniors across NSW.

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## 3.2 Objectives & outcomes

The NSW Seniors Festival Grant program encourages seniors in NSW to enjoy new experiences, continue learning, stay active and connect to their communities. It does this by:

- supporting a broad range of local community organisations
- supporting programs and activities in regional NSW
- fostering partnerships with community groups and services
- providing programs and activities for diverse communities in NSW
- supporting projects that empower older people to stay connected
- assisting organisations to increase capacity of current programs and activities.

Applications can be for small scale, multiple and larger activities throughout the NSW Seniors Festival.

The NSW Seniors Festival Grant program aims for the best use and a broad distribution of funds to maximise the benefit for seniors in NSW.

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## 3.3 Target group

Seniors in NSW

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## 3.4 Eligibility criteria

All applicants are required to meet the following eligibility criteria:

- applications **must** propose free or heavily discounted programs or activities for seniors in NSW
- projects **must** be located within NSW and conducted between 3-16 March 2025
- projects **must** be open to all that identify as a senior in NSW.

Applicants must be from:

- incorporated not-for-profit community organisations
- NSW local council operating under the Local Government Act 1993.

**Note:** for the purposes of this grant, organisations deemed to be ‘incorporated not-for-profit community organisations’ include:

- incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
- not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
- Indigenous Corporations (must be registered with the Office of the Registrar of Indigenous Corporations)
- Associations (registered under the Associations Incorporation Act 2009 with NSW Fair Trading)
- NSW Local Aboriginal Land Councils
- religious organisations operating in NSW
- NSW non-government organisations established under their own Act of Parliament.

The following are mandatory eligibility criteria. Further information is provided below:

- all applicants must have appropriate insurance minimum of \$10 million.
- all applicants must address the NSW National Redress Scheme sanctions
- applicants must adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#)
- applications will not be accepted from organisations that have outstanding acquittals with DCJ.

**Please note:** Only one application for funding will be accepted per organisation, per project.

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## 3.5 Assessment criteria

Eligible organisations must meet the following assessment criteria to be considered for funding:

- Activities must be accessible, where possible
- Demonstrated ability to meet the eligibility criteria
- Whether the application meets the program objectives
- Demonstrate value for money
- Organisational capacity and capability, how they will collaborate and consult with relevant stakeholders.

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## 3.6 Prioritisation

Priority will be given to the following groups:

- Seniors
- Aboriginal or Torres Strait Islanders over 50
- Seniors from culturally and linguistically diverse (CALD) backgrounds
- Senior lesbian, gay, bisexual, transgender, intersex, queer or asexual (LGBTIQA+)
- Senior living with disability, dementia, chronic disease or mental illness
- Senior carers
- Seniors in rural, regional and remote areas.

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## 4 Funding amounts

The total allocated funding for the 2025 Seniors Festival Grant Program is \$200,000 across NSW. There are two funding levels that applicants can apply for:

- \$1,000 to \$5,000 for local community programs and activities
- \$5,001 - \$10,000 to local government organisations for large scale community and regional programs and activities.

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## 5 Grant funds expenditure

Funds can only be used for expenses/activities directly associated to the grant. Your application must clearly outline your proposed expenditure in relation to the funding amounts identified above and included in the budget you submit with your application.

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## 6 Grant funds exclusions

Organisations must not use grant funds, including any interest earned, for the purposes of the grant. Items or activities that funding cannot be used for include:

- any activity of a commercial nature that is for profit
- existing debt or budget deficits
- capital works, including building work
- permanent salaries/wages (costs for temporary tutors/instructors for your program or activity can be included)
- permanent equipment purchases, for example tables and computers
- business as usual costs or general operating expenses
- programs or activities that encourage gambling such as bingo, or the consumption of alcohol
- programs and activities coordinated by NSW Government Departments and Statutory Authorities
- the same project twice. For example, two different organisations cannot apply for funds for the same program or activity.

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## 7 Application process

One application form submitted by the applicant that will be assessed based on eligibility and assessment criteria.

Note for all applicants:

- Must ensure that their contact details are up to date.
- Must not have any outstanding acquittals for any other funding program with DCJ.
- All applications for grant funding are managed using the SmartyGrants portal.

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## 7.1 Summary of assessment process:

### One step application process:

Applications will be reviewed by the eligibility team for eligibility and compliance with grant guidelines and eligible criteria. They will then be subject to the assessment process which will include assessment by the Assessment Team and recommendations to the Assessment Panel.

The delegated DCJ officer will be the decision-maker, as per the [NSW Grant Administration Guide](#).

Applicants will be formally notified on whether their application has been successful. It is an applicant's responsibility to ensure all contact details are up to date.

Note for all applicants:

- Applicants must ensure that their contact details are up to date.
- Applicants must not have any outstanding acquittals for any other funding program with DCJ.

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## 8 Subcontracting information

DCJ will only provide a grant to a single organisation. Organisations can work together through one lead organisation using subcontracting arrangements between them.

For more information about subcontracting, please refer to the DCJ [subcontracting](#) policy.

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## 9 NSW National Redress Scheme sanctions

The NSW Government will not award a Grant Funding Arrangement to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- has declined to join the Scheme, or
- at the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

[Visit the website](#) for further information about the [NSW National Redress Scheme](#) sanctions.



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## 10 COVID-19

Projects must adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#).

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## 11 Insurance

Grant recipients must maintain current and adequate insurance appropriate to the activities/services funded under this grant to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Grant Funding Agreement. This must include, but is not limited to, a minimum of \$10 million Public Liability Insurance.

Applicants will be asked to provide a copy of all relevant insurance policies and certificates in the application form.

You must provide evidence of the above insurance for an amount recommended by a professional insurance adviser, or any such other insurance policies as may reasonably be required by DCJ, and as required by law, for you and any of your employees or sub-contractors, in relation to the performance of the services.

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 sponsor your application so that your project will be covered under their insurance.

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## 12 Banking details

It is your responsibility as the applicant to provide correct banking details, including the authorised signature to verify your bank details in the application form. Funds transferred to an incorrect bank account may not be recoverable.

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## 13 Successful applicants – grant funding agreement

The application, Grant Funding Agreement and acquittal for the grant will be managed using the SmartyGrants management system and payments made via PACS and Grant Funding Agreements will be sent via DocuSign for electronic signing.

Successful applicants are required to return the signed Grant Funding Agreement within two weeks of receipt.

Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution for a not-for-profit organisation, or the General Manager or delegated officer if you are a council.

Please note, all applicants must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in their application form. Email address must be individual address, we cannot accept general email address for an authorised signatory.

It is the applicants' responsibility to ensure staff availability to complete and sign documents, to carefully read the terms and conditions of the Grant Funding Agreement, and to sign the Grant Funding Agreement using the correct authorised signatories.

Once we receive your signed Grant Funding Agreement payment will be scheduled via PACS, DCJ will countersign the agreement and return to you by email.

Any variations to the Grant Funding Agreement, including scope, location or time frames outlined in the application form and Grant Program Guidelines must be formally requested and approved in writing. Failure to do so may result in the withdrawal of the grant offer.

To discuss a variation, please contact the NSW Seniors Festival Team [nswseniorsfestival@dcj.nsw.gov.au](mailto:nswseniorsfestival@dcj.nsw.gov.au) or Grant Design and Support by email: [GrantDesignandSupport@dcj.nsw.gov.au](mailto:GrantDesignandSupport@dcj.nsw.gov.au).

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## 14 Successful applicants' obligations and reporting

- Grant recipients will have from 3 – 16 March 2025 to deliver their projects, with a Final Acquittal due 30 May 2025
- Any variations to the approved project scope, project location and completion time frames outlined in the original application form must be formally requested and approved in writing before any related work takes place.
- All projects must be completed by 16 March 2025. You are required to submit a Final Acquittal in SmartyGrants no later than 30 May 2025. DCJ will send you the final acquittal form prior to the required date that you will need to complete in the SmartyGrants portal.
- Please note that any photographs or videos containing images of participants and/or staff submitted in the Final Completion Report must be accompanied by a signed [DCJ still and moving images consent form](#).
- It is a requirement that all financial records related to grant expenditure and acquittal be retained by the committee of the organisation for seven years. If the committee changes, these documents must be forwarded to the new incoming committee.

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## 15 Timeframes

<b>Date</b>	<b>Event</b>
<b>August 2024</b>	Grant applications open
<b>September 2024</b>	Grant applications close
<b>September 2024</b>	Assessment of grant applications
<b>October 2024</b>	Notice and feedback to all applicants and public announcement of grant recipients by Minister for Seniors (at which point successful applicants can make their own announcements)
<b>October/November 2024</b>	Contracting with successful applicants and project
<b>3-16 March 2025</b>	2025 NSW Seniors Festival Grant Program commences
<b>May 2025</b>	Final Report and Financial Acquittal due to DCJ

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## 16 Feedback and appeals process

If your application is not successful, it does not mean your application is without merit. Funding is limited and not all applications are successful. Due to the high-volume of applications, we are unable to provide individual feedback on each unsuccessful application.

# Communities and Justice

W: [seniorsfestival.nsw.gov.au](http://seniorsfestival.nsw.gov.au)