

**NSW Grandparents  
Day 2018  
Grant Guidelines**



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## Introduction

NSW Grandparents Day celebrates the contributions grandparents and older people make to their families and communities. NSW Grandparents Day recognises the diversity of grandparent relationships across age groups, cultural backgrounds, and geographical locations. It aims to foster intergenerational learning and offers older people ongoing opportunities to participate in their local communities.

NSW Grandparents Day is celebrated on the last Sunday in October and this year will be held on **Sunday 28 October 2018**.

A total of \$200,000 will be allocated for organisations to deliver an event or activity that supports the NSW Grandparents Day objectives. Successful grant recipients will design community events that will provide opportunities for grandparents and other older people to participate in activities with their families and communities.

Event organisers should seek to build community involvement in NSW Grandparents Day.

Three funding categories will be offered to distribute \$200,000 across the state:

- Category one - \$100 to \$1,000 for small-scale local community events or activities targeted at community organisations and schools.
- Category two - \$1,001 – \$5,000 for local community events
- Category three - \$5,001 - \$10,000 for large scale community events targeted at local councils in partnership with organisations and groups\*.

All funded Grandparents Day events must be held within two weeks of NSW Grandparents Day, that is between 15 October – 11 November 2018.

## Key dates

Stage	Date
Grant program opening date	Monday 7 May 2018
Grant program closing date	Midday, Friday 15 June 2018
NSW Grandparents Day	Sunday 28 October 2018
Grandparents Day events and activities	15 October – 11 November 2018

\*Please note: Category 3 grants are only available to local government organisations

## NSW Grandparents Day Objectives

The objectives of NSW Grandparents Day are to:

1. recognise and celebrate the contributions that grandparents make to their families and communities, by providing a specific opportunity to focus on such contributions
2. recognise and celebrate the contribution of older people to the wellbeing of children and young people in our communities
3. foster greater intergenerational understanding and awareness of the value of grandparents and other older people within the broader community.

NSW Grandparents Day events should be inclusive of and accessible to the diversity of older people including:

- Aboriginal people
- people from Culturally and Linguistically Diverse (CALD) backgrounds
- Lesbian, Gay, Bisexual, Transgender or Intersex (LGBTI) people
- carers
- people with disability
- people with dementia or chronic disease.

## Category one grant

Organisations and groups can apply for category one funding of \$100 to \$1,000 for small-scale local community events or activities to celebrate older people in the community.

### Who can apply?

All not-for-profit and community organisations, schools, childcare centres, and local government authorities based in NSW can apply. Workplaces or businesses that plan activities or projects that support the needs of older people can also apply.

Organisations and community groups must have public liability insurance or have an auspice to be eligible for funding.

State and Federal Government Departments are not eligible to apply.

Please note: if you have received a NSW Grandparents Day grant in the past and have NOT completed an acquittal report, your application you will be deemed ineligible.

### Examples of successful grant applications

The following are examples of past successful category one grant applications:

Theme	Example of successful events and activities
Healthy and active living	Intergenerational fitness class e.g. yoga, tai chi class
Cultural activities	Older people teaching the art of story telling and sharing stories of past experiences with children and young people at a local library
Creative activities	Partnerships between schools and seniors centres for an afternoon of art and craft
Recreational activities	Intergenerational disco Tree planting and conservation activity
Technology events	Workshops for students to teach grandparents technology including email, skype, video calls, text messaging
Entertainment	Music performance in retirement villages

### What can the grant funding be used for?

The grants can be used for the direct costs of the event, including promotion, entertainment, venue hire and transport for participants.

Grants **cannot** be used to fund the following:

- any activity of a commercial nature that is for personal profit
- capital works including building work
- permanent salaries/wages (costs for temporary tutors/instructors for your project or event can be included)
- permanent equipment purchases for example tables and computers
- business as usual costs or general operating expenses

- events that encourage gambling such as bingo, or the consumption of alcohol
- the same event twice for example two different organisations cannot apply for funds for the same event or activity.

### Assessment Criteria

Grant applications will be assessed against the following criteria:

Criteria	Details
Quality	<ul style="list-style-type: none"> <li>Contribute and show relevance to at least one of the NSW Grandparents Day objectives</li> <li>Demonstrate effective use of resources</li> </ul>
Reach	<ul style="list-style-type: none"> <li>Intergenerational participation</li> <li>Specific participation from target groups</li> <li>Number of people involved</li> <li>Depth of engagement of older people and grandchildren of all ages</li> <li>Engagement and participation across geographic area</li> </ul>
Budget	<ul style="list-style-type: none"> <li>Detailed accurate budgeting</li> <li>Value for money</li> </ul>

## Category two grant

Organisations and groups can apply for category two funding of \$1,001 to \$5,000 for local community events or activities to celebrate older people and promote intergenerational relationships in the community.

### Examples of successful grant applications

The following are examples of past successful category two grant applications:

Theme	Example of successful events and activities
Large whole of community events	Grandparents Day fun fair providing opportunities for older people and grandchildren of all ages to connect through activities such as biscuit decorating, badge making, interview a grandparent tent, seed planting and football
Healthy and active living	Get grandparents and grandchildren active together in a sporting team together with regular coaching sessions and community celebration
Cultural activities	Cultural intergenerational festival to celebrate culturally diversity. The festival was also documented and developed into a short film by young people
Creative activities	Photography exhibition showcasing intergenerational families and/or older people and their contributions in the community
Recreational activities	Partnership between a local men's shed and school to build billy carts in the lead up to NSW Grandparents Day, followed by a billy cart derby at an intergenerational community event
Technology events	Series of workshops for students to teach grandparents technology including email, skype, video calls, text messaging
Entertainment	Older people teaching children and young people traditional dance and acting for a intergenerational performance to be held on NSW Grandparents Day

### Who can apply?

All not-for-profit and community organisations, schools, childcare centres, and local government authorities based in NSW can apply. Workplaces or businesses that plan activities or projects that support the needs of older people can also apply.

Organisations must have public liability insurance to be eligible for funding.

State and Federal Government Departments are not eligible to apply.

Please note: if you have received a NSW Grandparents Day grant in the past and have NOT completed an acquittal report, your application you will be deemed ineligible.

## What can the grant funding be used for?

The grants can be used for the direct costs of the event, including promotion, entertainment, venue hire and transport for participants.

Grants **cannot** be used to fund the following:

- any activity of a commercial nature that is for personal profit
- capital works including building work
- permanent salaries/wages (costs for temporary tutors/instructors for your project or event can be included)
- permanent equipment purchases for example tables and computers
- business as usual costs or general operating expenses
- events that encourage gambling such as bingo, or the consumption of alcohol
- the same event twice for example two different organisations cannot apply for funds for the same event or activity.

## Assessment Criteria

Grant applications will be assessed against the following criteria:

Criteria	Details
Quality	Contribute and show relevance to at least one of the NSW Grandparents Day objectives  Demonstrate effective use of resources  Collaborate with local community organisations and groups  Creativity of the event or activity
Reach	Intergenerational participation  Specific participation from target groups  Number of people involved  Depth of engagement of older people and grandchildren of all ages  Engagement and participation across geographic area
Budget	Detailed accurate budgeting  Value for money  Organisation contribution via cash or in-kind support



## Category three grant

Category three grants are available for local government organisations **only**.

Local councils can apply for funding of \$5,001 to \$10,000 for large scale regional events to celebrate older people and promote intergenerational connections with people of all ages.

### What are we looking for?

We are looking for events that encompass the whole local government area with a minimum attendance of 300 people of all ages.

Local councils must demonstrate that they have consulted and will partner with local community organisations and businesses to deliver and promote the event.

Successful grant applications will address a minimum of three key themes for older people:

- Healthy and active living
- Cultural activities
- Creative activities
- Recreational activities
- Technology events
- Entertainment.

Local councils must also demonstrate how their event is intergenerational and inclusive of the following communities:

- Aboriginal people
- people from Culturally and Linguistically Diverse (CALD) backgrounds
- Lesbian, Gay, Bisexual, Transgender or Intersex (LGBTI) people
- carers
- people with disability
- people with dementia or chronic disease.

Please note: to be considered category three grant funding, local councils are required to contribute to the event in the form of sponsorship, cash or in-kind contributions such as venue hire, catering and administration costs.

### What can the grant funding be used for?

The grants can be used for the direct costs of the event, including promotion, entertainment, venue hire and transport for participants.

Grants **cannot** be used to fund the following:

- any activity of a commercial nature that is for personal profit
- capital works including building work
- permanent salaries/wages (costs for temporary tutors/instructors for your project or event can be included)
- permanent equipment purchases for example tables and computers
- business as usual costs or general operating expenses
- events that encourage gambling such as bingo, or the consumption of alcohol

- the same event twice for example two different organisations cannot apply for funds for the same event or activity.

## Assessment Criteria

Grant applications will be assessed against the following criteria:

Criteria	Details
Quality	<ul style="list-style-type: none"> <li>Contribute and show relevance to all NSW Grandparents Day objectives</li> <li>Show relevance to a minimum of three key themes for older people</li> <li>Demonstrate effective use of resources</li> <li>Collaborate with local community organisations and businesses</li> <li>Creativity of the event</li> </ul>
Reach	<ul style="list-style-type: none"> <li>Intergenerational participation</li> <li>Specific participation from target groups</li> <li>Number of people involved</li> <li>Depth of engagement of older people and grandchildren of all ages</li> <li>Engagement and participation across the whole local government area</li> <li>Positive media opportunities acknowledging older people's contribution to the community</li> </ul>
Budget	<ul style="list-style-type: none"> <li>Detailed accurate budgeting</li> <li>Value for money</li> <li>Organisation contribution via cash or in-kind support</li> </ul>

## How can I apply?

Applications for a NSW Grandparents Day event grant program are now open.

All funding applications must be received through SmartyGrants, the NSW Grandparents Day online grants administration system at <https://nswcommunities.smartygrants.com.au/GrandparentsDay2018GrantsCategory1and2> (category one and two) and <https://nswcommunities.smartygrants.com.au/GrandparentsDay2018GrantsCategory3> (for category three).

Grant applications close on Friday 15 June 2018 at midday.

## Who do I contact?

For more information about the event grants, please contact (02) 9716 2020 or email [grandparentsday@facs.nsw.gov.au](mailto:grandparentsday@facs.nsw.gov.au).

## Terms and Conditions

### Advertising and promotion

All grant recipients are responsible for the promotion and advertising of their event. Successful applicants will be sent an electronic toolkit, which includes the NSW Grandparents Day logo, branding guidelines, posters, web banners and a media release template to use in their promotions.

Grant recipients must register their events on the NSW Grandparents Day website at <https://www.grandparentsday.nsw.gov.au>.

### Making your event accessible

Organisers should try to make their event as accessible as, including to older people and people with disability. The Australian Network of Disability has a simple checklist at [www.and.org.au/pages/event-checklist.html](http://www.and.org.au/pages/event-checklist.html).

### Public liability insurance

Your organisation must be covered by Public Liability Insurance. If your organisation is not covered, you will need to approach another organisation to sponsor your application so that your event will be covered under their Public Liability Insurance (such as your local council).

FACS requires a minimum of \$20 million public liability insurance.

### Reporting requirements

Organisations must submit an acquittal of their grant, a completed event report, and evaluation form by the date specified in their funding agreement.

### Disclaimer

Submission of an application does not guarantee funding. Previous successful applications are not guaranteed funding.

FACS accepts no responsibility for the event, irrespective of the funding provided by the agency to support the event, and irrespective of its listing on the NSW Grandparents Day website or other FACS publications.

Organisations are responsible for meeting their duty of care and all other obligations to event participants, volunteers and other stakeholders. Event organisers should give due consideration to the safety of any children, young people or other vulnerable people involved in their event.

The [Office of the Children's Guardian](#) can provide advice on child safety. Organisations who do not usually work with children or young people should consider partnering with an organisation or other stakeholder who does have expertise in child safety.

### Privacy Policy

The NSW Government will collect and store the information you voluntarily provide to enable implementation of this grant program. Any information provided by you will be stored on a

database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

The NSW Government is required to comply with the Privacy and Personal Information Protection Act 1998. The NSW Government collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Applicants must ensure that people whose personal details are supplied with applications are aware that the NSW Government is being supplied with this information and how this information will be used.

### **Disclosure of Project Information**

Should your application be successful, the NSW Government may wish to provide certain information to the media and Members of Parliament for promotional purposes. This information will include your organisation and event name, project description, electorate, town, and the grant amount.

### **Government Information (Public Access) Act 2009**

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of the Government are subject to the provisions of the *Government Information (Public Access) Act 2009*. Under some circumstances a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.