



Family &  
Community  
Services

# NSW Grandparents Day Grants FACS Program Guidelines

25 June 2019



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# Purpose

NSW Grandparents Day celebrates the contributions grandparents make to their families and communities. The campaign recognises the diversity of grandparent relationships across age groups, cultural backgrounds, and geographical locations. Grandparents, grand-friends, kin, and those who take on the role of a grandparent in their family or community are celebrated for their contributions. 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 27 October 2019**.

## Introduction

The NSW Ageing Strategy 2016–2020 is the NSW Government’s commitment to respond to the opportunities and challenges of our ageing population. Our vision is that people in NSW experience the benefits of living longer and enjoy opportunities to participate in, contribute to and be included in their communities. The strategy aims to promote opportunities for older people to lead active and rewarding lives and ensure NSW responds effectively to the challenges faced by older people.

NSW Grandparents Day is a key initiative of the NSW Ageing Strategy 2016-2020 under the priority area ‘Inclusive Communities’, which aims to keep older people in NSW connected and contributing to their communities.

*Please note: the use of the word ‘Grandparent’ in the guidelines is inclusive of grand-friends, step grandparents, kin carers, and all people who take on the role of a grandparent in their family and/or local community.*

## Program overview

To support Grandparents Day each year, the Department of Family and Community Services (FACS) administers the NSW Grandparents Day grants program, which funds community events that celebrate grandparents and provide opportunities for older people to participate in activities with their families and communities.

The NSW Grandparents Day program also includes two smaller programs:

- **Photography Competition** - A state-wide competition run to further celebrate older people and encourages connections with the community.
- **NSW Grandparent of the Year Award** - An award that showcases the contribution of grandparents in the community.

## Objectives

The objectives of the NSW Grandparents Day Grants Program are to:

- Recognise and celebrate the contribution of grandparents, grand-friends, step-grandparents, kin carers, and all people who take on the role of a grandparent in their family and local community.
- Foster greater understanding across all generations and awareness of the value of grandparents and other people who take on the role of a grandparent.

## Conditions of funding

The following outlines the features of the program and the requirements of grant recipients:

### Funding available

- **Funding** - A total of \$200,000 will be allocated for NSW local councils, organisations and community groups to deliver events and/or activities that support the NSW Grandparents Day objectives. Grant recipients will design events that will provide opportunities for the program target groups to participate in/contribute to activities with their families and/or communities. Three funding categories will be offered to distribute \$200,000 across NSW.
- **Funding Categories** - NSW Grandparents Day 2019

Category	Funding (ex GST)
1	\$1,000 - \$2,000
2	\$2,001 - \$5,000
3	\$5,001 - \$10,000

- **Funding Contribution** – To be considered for 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.
- **Use of funding** – A detailed budget is required as part of the application.  
Project funding can include:
  - Up to 25% can be used for catering
  - Costs associated with delivering the event and/or activities

## Who is eligible to apply?

- ✓ Category one and two grants are available to all not-for-profit and community organisations, schools, childcare centres, and local government authorities based in NSW.
- ✓ Category three NSW Grandparents Day grants are available to NSW local government authorities.

## Who is ineligible to apply?

- × Individuals, groups of individuals, for-profit commercial organisations, state and federal government departments.
- × Past grant recipients that have not completed the acquittal process for previous rounds of the program.

## Eligible projects

Applicants are encouraged to be creative with their events and activities for Grandparents Day. The following are examples of past successful applications:

- ✓ Grandparents teaching children and young people traditional dance and/or acting for an intergenerational performance.
- ✓ Grandparents Day fun fair providing opportunities for grandparents and their families and/or community to connect through activities such as biscuit decorating, badge making, interview a grandparent tent, seed planting and football.
- ✓ Grandparents teaching the art of storytelling and sharing stories of past experiences with their families and local communities.
- ✓ Tree planting and conservation activity.

## Ineligible projects

Projects that use the grant funds for any of the following:

- × Any activity of a commercial nature that is for personal profit.
- × Capital works including building work.
- × Religious and cultural events and activities, except multi-faith and/or multi-cultural events/activities that involve people from more than one religion/cultural group.
- × Permanent salaries/wages (costs for temporary tutors/instructors for your project or event can be included).
- × Permanent equipment purchases, such as tables and computers.
- × Business as usual costs or general operating expenses.
- × Events that encourage gambling such as bingo, or consumption of alcohol.
- × Any costs that are not essential or related to delivering the program.

# Application

Applications will **open Monday 22 July 2019** and will **close 11:59pm Sunday 18 August 2019**.

Applications are to be submitted via SmartyGrants at <https://nswcommunities.smartygrants.com.au/GPD2019>

## Assessment Process

An initial assessment will be undertaken to determine that:

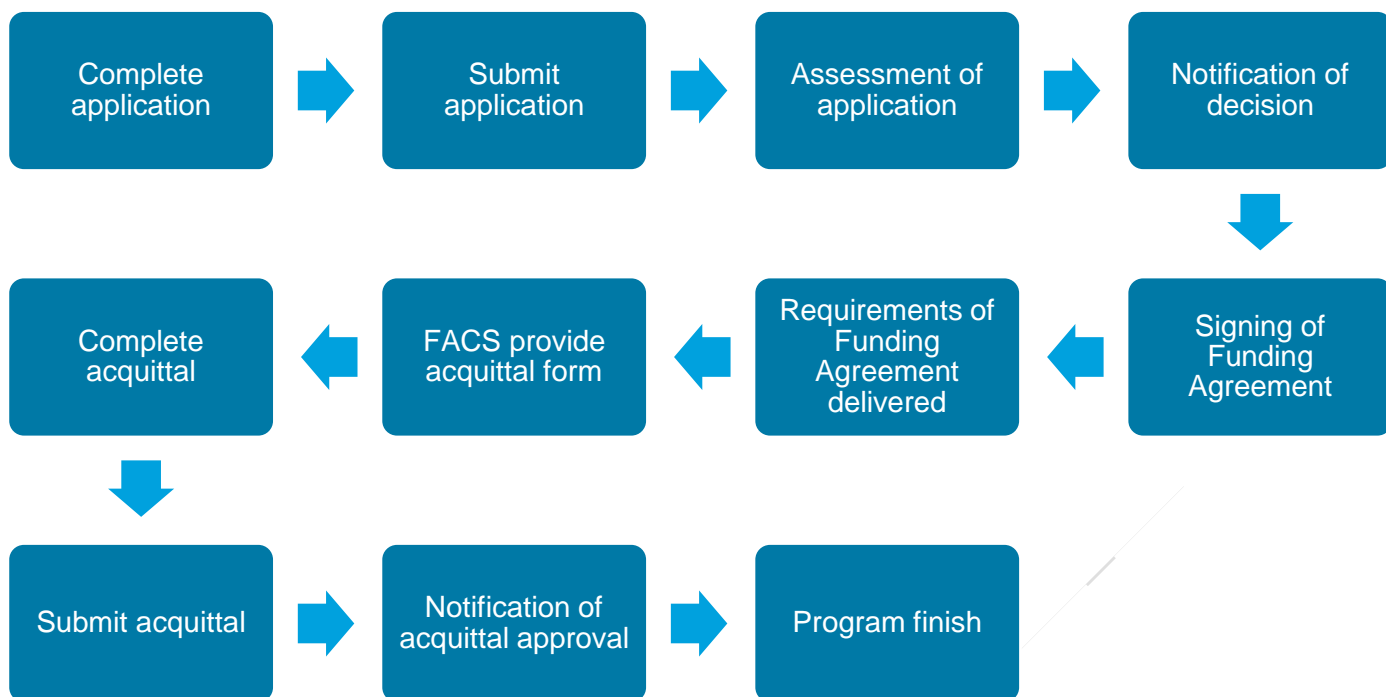
- The applicant meets the eligibility criteria.
- The applicant has public liability insurance.
- The event/activities contribute to all NSW Grandparents Day objectives.
- The event/activities will be held within three weeks of NSW Grandparents Day, that is, between 6 October and 17 November 2019.
- The events/activities will be **inclusive** of and **accessible** to the following priority groups, including:
  - Aboriginal people,
  - People from Culturally and Linguistically Diverse (CALD) background,
  - Lesbian, Gay, Bisexual, Transgender or Intersex (LGBTI) people,
  - People with disability, and
  - People with dementia or chronic disease.

Applications that pass the initial assessment will be assessed by an independent assessment panel against the criteria outlined on the next page (p.7):

Criteria	Category One	Category Two	Category Three
Events/activities are delivered in accessible locations and within the applicants Local Government Area	✓	✓	✓
Applicant agrees to register their event on the NSW Grandparents Day website	✓	✓	✓
Applicant has no outstanding acquittals due to FACS	✓	✓	✓
Demonstrates effective use of resources	✓	✓	✓
Detailed and accurate budget provided	✓	✓	✓
Intergenerational participation	✓	✓	✓
An explanation provided on how the organisation will ensure participation of people outside its membership, for example to be multi-faith, multi-cultural or include the broader community	✓	✓	✓
A significant proportion of attendees will be grandparents grand-friends, step-grandparents, kin carers	✓	✓	✓
A contribution via sponsorship, cash or in-kind support.	✗	✗	✓
Consultation and collaboration with at least two local community organisations (for local councils only)	✗	✓	✓
Positive media opportunities acknowledging the contribution of grandparent's in families and communities	✗	✓	✓
A minimum of 100 people involved in the event and/or activities	✓	✗	✗
A minimum of 250 people involved in the event and/or activities	✗	✓	✗
A minimum of 400 people involved in the event and/or activities	✗	✗	✓

Please note: funds will be distributed across NSW to ensure the equitable spread of funding.

## Grant Process Flowchart



## Data collection and evaluation

Grant recipients must collect basic data from the events. If a grant recipient would prefer to design and distribute their own evaluation they may do so, but it must include the questions in the evaluation form at **Appendix A**. Grant recipients will be required to submit the results of the evaluation as part of their acquittal.

## Performance measures

The program performance measures will contribute to the overall evaluation of the program. The KPI's will assess reach of the program, collaboration with stakeholders, media coverage, and the overall satisfaction of the events held for Grandparents Day. The evaluation form at Appendix A will assist grant recipients to record their results.

Please note, results achieved in 2019 will not impact on eligibility for the 2020 round of the program. The purpose of the KPIs is for FACS' evaluation purposes **only**.

Please see the following page (p.8) for the Key Performance Indicators (KPIs).



## KEY PERFORMANCE MEASURES

KPI	Reason	Target	Reporting Period
# attendees	To measure program reach	Category 1 – 100 Category 2 – 250 Category 3 - 400	Final acquittal
# community partners consulted and collaborated with	This demonstrates level of consultation and collaboration with community organisations in delivering the events	Category 1 no target Category 2 and 3 (local councils only) – at least two community organisations consulted and collaborated with	Final acquittal
# times event covered in media	To measure media coverage	Category 2 and 3 – at least two or more times	Final acquittal
Positive feedback received by attendees	To assess overall satisfaction with the event	Mostly positive feedback received	Final acquittal

## Reporting

Grantees are required to report to FACS by 5:00pm Friday 13 December 2019. FACS will distribute the acquittal form template to grant recipients by 31 October 2019 for completion and submission to the Grandparents Day inbox at [Grandparentsday@facs.nsw.gov.au](mailto:Grandparentsday@facs.nsw.gov.au)

The final acquittal form will require grantees to submit the data obtained using the evaluation form at Appendix A.

Grantees must ensure that adequate financial and operational records are kept and maintained whilst delivering the grandparents day events/activities.

## Notified policies and standards

**Insurance** – Grant recipients must have current and adequate insurance appropriate to the activities funded under this Funding Agreement. The insurance must be maintained to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Funding Agreement. Grantees must, on request, promptly provide to Family and Community Services any relevant insurance policies and certificates of currency for inspection. These include, but are not limited to:

- Workers Compensation Insurance
- Professional Indemnity Insurance
- Public Liability Insurance – a minimum of \$10 million

**Media and disclosure of project information** – Grant recipients agree to information about the project being used for promotional and media purposes. FACS, on occasion, may provide certain information to the Office of the Minister for Seniors, Members of Parliament, and the media for promotional purposes. This information will include your organisation and event name, project description, electorate, town, and the grant amount.

**NSW Branding Guidelines** – Grant recipients agree to acknowledge the contribution of the NSW Government in accordance with the NSW Government Brand Guidelines, found at <https://communications.dpc.nsw.gov.au/branding/>

**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.

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.

**Disclaimer** - While every reasonable effort has been made to ensure that the facts contained within this document are correct at time of printing, the NSW Government, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance upon the whole or any part of this document. The NSW Government may, at its sole discretion, and at any stage of the application process, do all or any of the following:

- require additional information from an applicant.
- change the scope of the requirements of these guidelines.
- vary, amend (including by replacement) or terminate the application process.

# Appendix A. Evaluation Form

## NSW Grandparents Day 2019

Grant recipients must collect the relevant data to answer the four questions below. Approximate figures will be accepted.

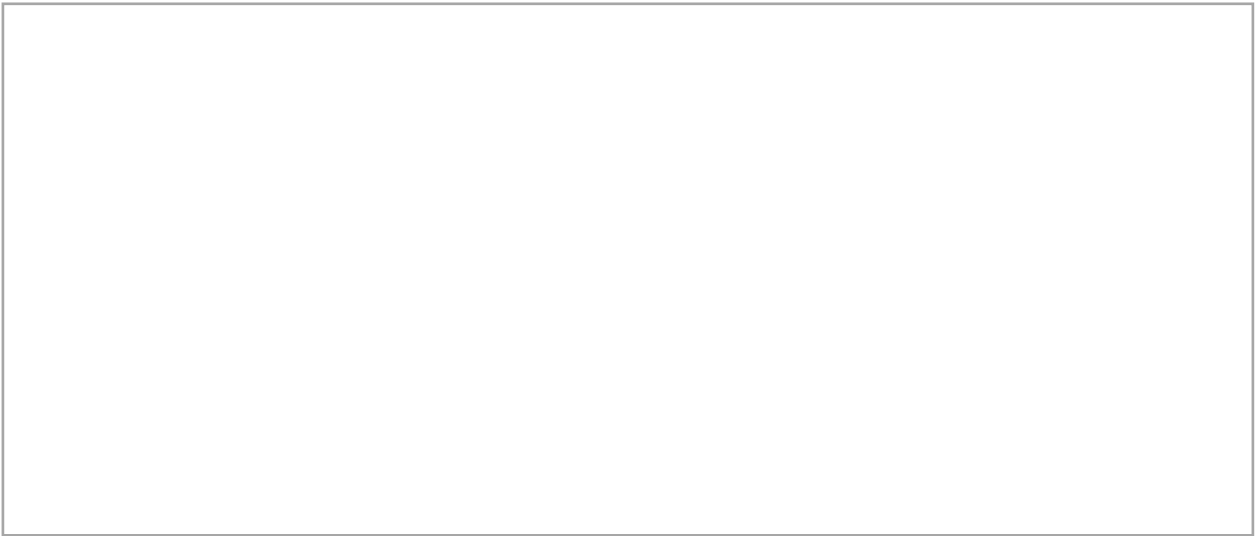
1. How many participants attended your NSW Grandparents Day activities and/or events?

2. (Local councils only) What external partnerships were involved in delivering the activities/and or events? Please list below who you partnered with (e.g. preschool/school/community organisation/non-government organisation) and their level of involvement.

3. Did the events and/or activities receive overall positive feedback from its attendees? If you have examples, please provide them.

4. Do you have any case studies or personal attendee experiences that you wish to share? Any photos of your event you can share would be most appreciated  
<grandparentsday@facs.nsw.gov.au>

5. Please provide any feedback you have to support future improvements of the program.

A large, empty rectangular box with a thin black border, intended for providing feedback. It is positioned below the question text.