

# Queensland Seniors Week 2019 – Subsidy Guidelines

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## Introduction

Queensland Seniors Week, 17-25 August 2019, provides the opportunity for older Queenslanders to:

- explore programs and services, events and activities,
- connect with people of all ages and backgrounds,
- celebrate the many contributions older people make in their local communities.

Council on the Ageing (COTA) Queensland coordinates Queensland Seniors Week on behalf of the Queensland Government and receives funding to collaboratively plan, run and subsidise Seniors Week events and activities. Both COTA Queensland and the State Government value the contributions people have made – whether as volunteers or in the workforce, community leaders or carers, grandparents, or advocates.

Funded by the Queensland Government, the program provides \$100,000 to subsidise events and activities held during Queensland Seniors Week.

The purpose of the subsidy is to provide support to host events and activities held during Queensland Seniors Week, 17-25 August 2019. The Queensland Seniors Week subsidy is to provide support for events and activities, and it should be considered that the subsidy will not fund the total cost of the event.

***For example: If the total cost of your event is \$2,000, your organisation can apply for \$1,000 and must match the other \$1,000.***

All funded events and activities must be held in Queensland between Saturday 17 August and Sunday 25 August 2019.

All applicants and auspicings organisation must hold \$20 million in public liability insurance.

## Key Dates

Stage	Date
Subsidy application closes	Sunday 7 April 2019
Applicants notified in writing	April 2019
Payment of successful subsidy applications	April 2019
Queensland Seniors Week	Saturday 17 August – Sunday 25 August 2019
Acquittal due for funded events and activities	Friday 27 September 2019

## 2019 Program Objectives

The five objectives of the 2019 Queensland Seniors Week Subsidy are to:

1. Improve community attitudes towards older Queenslanders and ageing.
2. Empower older Queenslanders to connect to inclusive events and activities by producing multicultural, intergenerational or lifestyle events/activities for older Queenslanders in their communities.
3. Create opportunities for older Queenslanders to continue to participate in activities outside of Queensland Seniors Week.
4. Empower older Queenslanders to live active and healthy lives with improved physical and mental wellbeing.
5. Enhance opportunities for older Queenslanders to continue to learn through community education, lifelong learning, and digital literacy.

Queensland Seniors Week subsidised events and activities should be inclusive of all, and accessible to the diversity of older people including:

- Aboriginal, Torres Strait, and South Sea Islander people
- People from Culturally and Linguistically Diverse (CALD) backgrounds
- Lesbian, Gay, Bisexual, Transgender, Intersex or Queer (LGBTIQ) people
- People of all ages (intergenerational)
- People with disability

## Who can apply?

Queensland Seniors Week 2019 subsidies are open to not-for-profit, charitable and community organisations, schools, local government and libraries based and delivering services in Queensland.

## Eligibility

Eligible organisations can apply for up to \$1,000 to be matched by your organisation's own resources. This can include sponsorship, cash or in-kind support contributions such as venue hire, administration costs, and money spent by your organisation.

**All organisations must be incorporated.** Where an organisation is not incorporated the application must be auspiced (sponsored) by an incorporated or local government organisation.

Organisations must hold public liability insurance of a **minimum of \$20 million**.

All funded events and activities must be held between **Saturday 17 August – Sunday 25 August 2019** and meet at least one of the program objectives.

Individuals, Federal and State Government agencies are not eligible to apply.

If your organisation received a Queensland Seniors Week subsidy in 2018 and has NOT completed an acquittal report within the required timeframe, you are **NOT** eligible to apply.

Subsidies **can be** spent on the following items:

- Venue hire
- Catering
- Guest speakers, entertainment, musicians, and artists
- Temporary instructors and tutors engaged specifically for your event
- Transport
- Marketing and advertising of the event

The subsidy **does not** cover the following:

- Staff wages and organisational running costs
- Administration fees including phone and postage charges
- Collateral items including banners, signage, flags, computers, computer software, cloth napkins, and crockery
- Gifts of any sorts
- Raffle and door prizes

### How will applications be assessed?

A panel comprising a representative from COTA Queensland, the State Government, and an impartial community organisation will assess applications in Department of Communities regions against the criteria listed in the table below:

Criteria	Details	Weighting
Innovation	<p>Otherwise known as your event details.</p> <p>Creativity of the event or activity that:</p> <ul style="list-style-type: none"> <li>• are developed into ongoing programs beyond Queensland Seniors Week,</li> <li>• are new to the host organisation,</li> <li>• include the use of technology,</li> <li>• enhance a sense of identity and belonging among local residents,</li> <li>• encourage healthier communities and active lifestyles,</li> <li>• would contribute to safer communities.</li> </ul>	20%
Relevance	<p>What are the social and cultural outcomes you will achieve by hosting this event/ activity?</p> <p>Hint: The event or activity must clearly be aligned to at least 1 of the 5 program objectives. Please identify and address community involvement.</p>	50%
Audience	<p>How inclusive is your event? Subsidised events and activities should be inclusive of all and accessible to the diversity of older people.</p>	30%

## Applications via auspice

If your organisation or group is not incorporated or covered by sufficient insurance, you could approach a sponsoring organisation. This may include your local council, or another organisation.

All auspicings organisations must be incorporated and hold Public Liability Insurance of \$20 million.

In all auspicings subsidy applications, Queensland Seniors Week's primary relationship will be with the sponsoring body, as they are responsible and accountable for the management of the subsidy.

### Responsibilities of the auspicings body

- Accept the subsidy on behalf of the sponsored organisation
- Pay the subsidy to the sponsored organisation in accordance with the subsidy application
- Enable the sponsoring organisation to utilise their Public Liability Insurance
- Acquit the funding as required by COB Friday 27 September 2019

## How to apply?

All applications are acquittals are to be completed using Smarty Grants. You can sign up for a free account or uses your existing account at

Applications close Sunday 7 April 2019.

## Contact information

Queensland Seniors Week is coordinated by COTA Queensland on behalf of the Queensland Government.

For more information about the program please:

- Email [seniorsweek@cotaqld.org.au](mailto:seniorsweek@cotaqld.org.au)
- Phone 1300 738 348
- Visit [www.qldseniorsweek.org.au](http://www.qldseniorsweek.org.au)

## Terms and Conditions

### Advertising and promotion

All successful applicants must acknowledge the funding of the Queensland Government and the support of COTA Queensland on all written, printed and digital marketing materials using

supplied logos and verbally at the event. A digital toolkit will be supplied with the logos and branding guidelines, poster, web, and social media banners for use.

***Successful applicants must register their events online to the Queensland Seniors Week online events calendar.***

## **Funding requirements**

One application per event. Separate applications and acquittals are required for each event you are seeking funding to support.

The purpose of the subsidy is to provide support to host events and activities held during Queensland Week, 17-25 August 2019, not to fund the total cost or to assist with the day-to-day operations of organisations.

The subsidy recipient will take sole responsibility of the event or activity. All subsidised events and activities must be held in Queensland and conducted between Saturday 17 August – Sunday 25 August 2019.

## **Reporting requirements**

Successful applicants are to complete and **submit an evaluation acquittal through Smarty Grants by COB Friday 27 September 2019.**

If an acquittal is not received by the due date, COTA Queensland may deem the event not to have taken place and may request that the funding is returned within 28 days.

## **Public Liability Insurance**

Your organisation must be covered by Public Liability Insurance. The minimum coverage for Public Liability Insurance required is \$20 million. If your organisation is not insured, you will need to approach another organisation to sponsor your organisation so that you're covered under their Public Liability Insurance (such as your local council).

## **Disclaimer**

Submission of a Subsidy application form does not guarantee funding. Previous successful applications do not guarantee funding.

COTA Queensland accepts no responsibility for the event, irrespective of funding provided to support the event or activity, and irrespective of its listing on the Queensland Seniors Week website or other publications.

Organisations are responsible for meeting their duty of care and all other obligations to event participants, volunteers and other stakeholders. Event organisers should consider the safety of children, young people or other vulnerable people invited to their event.

## **Privacy policy**

COTA Queensland is committed to protecting your privacy in accordance with the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act

2012. This policy describes our current policies and practices in relation to the handling and use of personal information.

COTA Queensland collects personal information to enable COTA Queensland to contact an organisation, and to assess the merits of an application.

COTA Queensland will collect and store information you provide to enable the implementation of this subsidy program. Any information you provide will be stored and accessed only by authorised personnel and is subject to the requirements of the Privacy Act 1988.

Applicants must ensure that people whose personal details are supplied with applications are aware of how this information will be used.

By disclosing information about your organisation or your sponsoring organisation, you give permission for your contact details:

- to be disclosed to the Queensland Government including Queensland Members of Parliament.
- to be used by COTA Queensland for promotion to the general public to access events, and related activities. This may include your email address and phone number provided by you at the time of completing an event registration form.
- to be contacted by COTA Queensland for future promotions.

COTA Queensland does not sell or offer your personal details to third party sources other than the above mentioned.

### **Access and corrections of your personal information**

If you would like to seek access to, or revise, your personal information, or feel that the information we currently have on record is incorrect or incomplete, please contact us using the following contact details:

Phone: 07 3316 2999

Email: [info@cotaqld.org.au](mailto:info@cotaqld.org.au)

### **Making a complaint**

If you believe that we have interfered with your privacy in our handling of your personal information, you may lodge a complaint by contacting us on the above contact details or in writing to:

Chief Executive  
COTA Queensland  
PO Box 15525  
City East QLD 4000  
Or by email to: [info@cotaqld.org.au](mailto:info@cotaqld.org.au)

We will respond as soon as possible and will try to resolve any complaint within 10 working days. If this is not possible, we will contact you within that time to let you know how long we estimate it will take to resolve your complaint. Any unresolved complaints should be referred to the Privacy Commissioner.

In Australia:

Office of the Australian Information Commissioner

GPO Box 5218 Sydney NSW 2001 [www.oaic.gov.au](http://www.oaic.gov.au)