

BENDIGO BANK SENIORS WEEK COMMUNITY GRANTS

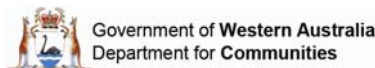


Bendigo Bank Seniors
Week 2010

31 October to 7 November 2010



Local Government and Community Organisations are invited to apply for grants of up to \$1000 (plus GST) to host events during Bendigo Bank Seniors Week 2010 to celebrate the contribution of seniors to the community.



Bendigo Bank Seniors Week Community Grants

31 OCTOBER TO 7 NOVEMBER 2010

INTRODUCTION

Bendigo Bank Seniors Week is a special time of celebration for Western Australian Seniors. During this week a range of events and activities are held to acknowledge seniors in the community. Bendigo Bank Seniors Week 2010 is being held from Sunday 31 October to Sunday 7 November.

The Council on the Ageing WA, in partnership with LotteryWest and the Department for Communities, invites organisations to apply for funding to host activities and events held as part of Bendigo Bank Seniors Week 2010. Grants of up to \$1,000 (plus GST if applicable) are available as a contribution towards the cost of holding the event.

BENDIGO BANK SENIORS WEEK COMMUNITY GRANTS PROGRAM

Purpose of the Grants

The Bendigo Bank Seniors Week Community Grants Program seeks to assist organisations to host events during Seniors Week. Events funded by this program should meet at least one of the aims of Seniors Week, which are to;

- Recognise and thank seniors for their contribution to the community;
- Challenge negative stereotypes and present a positive image of ageing;
- Promote the life-course approach to ageing well. This involves encouraging individuals to make decisions and take actions at every stage in their life that will optimize their health and wellbeing into later life.

Applications are strongly encouraged to target seniors who;

- Would not normally participate in Bendigo Bank Seniors Week activities;
- Are at risk of becoming socially isolated; or
- Are members of Indigenous or Culturally and Linguistically Diverse Communities.

Applications for funding will be assessed on the extent to which the proposed activity or event meets the Bendigo Bank Seniors Week 2010 objectives outlined above.

Who can apply?

The Bendigo Bank Seniors Week Community Grant Program is open to all not-for-profit, religious and charitable organisations, public companies limited by guarantee and local government authorities based in Western Australia.

To be eligible for funding not-for-profit organisations must be incorporated. Where the organisation is not incorporated the application must be supported by an incorporated not-for-profit organisation or a local government organisation.

The following business structures are not eligible to apply for funding under this grant program;

- Federal and State Government agencies;
- Individuals; and
- Commercial for-profit organisations.

What can be funded?

Funds received through this program may be used as a contribution towards program costs. Such expenses may include (but are not limited to);

- Administrative expenses
- Advertising / promotion
- Catering / food and drink (**NOTE: a maximum of 10% of the funding received can be used for catering purposes**)
- Cost of project materials
- Entrance fees
- Insurance
- Staff wages
- Transport costs
- Venue and equipment hire
- Other miscellaneous expenses.

The grant cannot be used for;

- The cost of tickets
- Payment for artists
- Purchasing capital items or infrastructure (e.g. equipment, furniture etc.).

Funds must be used for events held during Bendigo Bank Seniors Week (31 October to 7 November 2010) and events may not take place outside of Western Australia. Retrospective funding will not be made available.

Note: Events being held in the week prior to Seniors Week may be considered for funding if there is adequate evidence the event has been organised in good faith assuming that Seniors Week would be held in the last week of October.

Some Event Ideas

The events and activities which have been funded in the past have been very varied. Below are some ideas to help you think about what you might do. Your event/activity does not have to be listed below to be eligible to be funded. If you would like to discuss your idea please feel free to contact COTA WA on 9321 2133 or by email admin@cotawa.asn.au.

Example events;

- Come and Try days
- Concerts
- Expos, trade shows and open days
- Intergeneration events
- Balls and award nights
- Lunch, morning tea or afternoon tea with guest speakers
- Hiring a bus and going to an organised event, such as gardens or holding a mystery bus tour
- Information sessions
- Activities days
- Quizzes

Lodging your application

Applications can be submitted by completing the attached application form and returning it to COTA WA by:

Post

Council on the Ageing WA Inc.
PO Box 866
WEST PERTH WA 6872

Hand Delivered

Level 2, The Regency Centre, 949 Wellington Street
WEST PERTH WA 6005
(Near Colin Street)

Email

admin@cotawa.asn.au

Applications close at **5pm, Tuesday 31 August 2010**. No late applications will be accepted.

After the closing date all applications will be assessed by the selection panel. It is anticipated that organisations will be advised of the outcome of their application mid to late September.

PROMOTION OF BENDIGO BANK SENIORS WEEK EVENTS

There are many ways to promote your event to the community and funds received through the Bendigo Bank Seniors Week Grants Program can be used to help meet these expenses. You may like to use a combination of print, radio and electronic media. Your local council may be able to help you promote your event. Many libraries and community centres have notice boards where you can display posters and flyers. The internet can also be a cheap and effective way of promoting your event. COTA WA will list all events funded on the Bendigo Bank Seniors Week page on their website (www.cotawa.asn.au). The Department for Communities also provides the opportunity for organisations to promote your event on their website (www.communities.wa.gov.au), regardless of whether the grant application is successful or not. Information on this will be sent to organisations with the outcome of their applications.

Regardless of how you choose to promote your event we encourage you to plan your promotional activities to allow adequate time for the promotion of your event.

When promoting your event it is important to acknowledge the sponsors of the event - Council on the Ageing (WA) Inc., the Department for Communities and LotteryWest must be acknowledged on all marketing and publicity materials produced specifically for the funded event or activity. Seniors Week is to be referred to as 'Bendigo Bank Seniors Week 2010'. Successful applicants will be forwarded the relevant logos for this purpose.

FURTHER DETAILS

If you would like additional information please contact the Council on the Ageing WA Inc. by phone (08) 9321 2133 or by email admin@cotawa.asn.au.

Bendigo Bank Seniors Week Community Grants

2010 GRANT APPLICATION FORM

Applications close 5pm, Tuesday 31 August 2010

SECTION 1 - APPLICANT DETAILS

Name of Organisation:	
Postal Address:	
Registered for GST:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes Australian Business Number:
Organisation type:	<input type="checkbox"/> Not-for-profit <input type="checkbox"/> Local Government <input type="checkbox"/> Religious / Charitable
	<input type="checkbox"/> Public Company Limited by Guarantee
Is the Organisation Incorporated:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, what organisation is supporting your application?	

Main Contact Person for the Event

Name:	
Position:	
Telephone number:	Mobile:
Email address:	Fax:
Would you prefer to received confirmation we have received your application by: <input type="checkbox"/> Post <input type="checkbox"/> Email	

Alternative contact person

Name:	
Position:	
Telephone number:	Mobile:
Email address:	Fax:

SECTION 2- EVENT DETAILS

Event Name:	
Date of Event:	Time:
Venue / Location:	
Expected numbers:	Is this event open to the public: <input type="checkbox"/> Yes <input type="checkbox"/> No
Amount of funding requested: \$	

SECTION 3- SELECTION CRITERIA

Please complete the following questions to support your application. If you require additional room to answer the questions please attach your answers on a separate sheet of paper to this application form.

Question 1- Briefly explain your event. Please note this description may be used for promotional purposes. (Maximum 600 characters)

Question 2- How will your event or activity support the objectives of Bendigo Bank Seniors Week 2010? (Maximum 2,000 characters)

Question 3- Who do you expect to participate in your event? (Maximum 2,000 characters)

Question 4- How does your event target Indigenous or Culturally and Linguistically Diverse Seniors? (Maximum 2,000 characters)

Question 5- Does your event target seniors who would not normally participate in activities and events and may be at risk of becoming socially isolated? (Maximum 2,000 characters)

SECTION 4- AGREEMENT

1. I confirm that the details contained in this application and its attachments are true and correct.
2. I understand that if this application is approved my signature below is an agreement to abide by the undertakings and conditions of the grant, as outlined in the grant guidelines.
3. By **5pm Monday 29 November 2010** I will provide certification that funds received under this grant Program have been spent in accordance with the guidelines.
4. I agree that any unexpended grant funds will be returned to COTA (WA) by **5pm Monday 29 November 2010**.
5. I agree to use the name Bendigo Bank Seniors Week 2010 in any communications regarding the event.
6. COTA (WA), Lotterywest and the Department for Communities will be acknowledged in all publicity and promotion of this event.

Signed:
Position:
Date:
<i>Please note: Applications submitted after 5pm Tuesday 31 August 2010 or submitted without signatures will not be considered.</i>

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