



2024

## WA SENIORS WEEK

10-17 November 2024

## Community Grants Program

Supported by



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Department of **Communities**

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## Introduction

WA Seniors Week 2024 is a time to celebrate the contributions of Western Australian seniors. From **Sunday, 10 November 2024 to Sunday, 17 November 2024**, events and activities will take place across the State to recognise seniors and express our appreciation for their invaluable role in the community.

COTA (WA), with support from the Department of Communities, invites local governments, registered not-for-profit organisations, and community groups in Western Australia to apply for funding to host events or activities during Seniors Week. These grants aim to celebrate the role of seniors in our communities and promote greater participation in community life, particularly for those who may be socially isolated.

## Community Grants Available

Grants of up to \$1,000 are available to local governments, registered not for profit organisations and community groups (or up to \$3,000 for a consortium) throughout metropolitan and regional Western Australia, and in particular rural and remote areas, to support seniors, particularly those who experience disadvantage or isolation, to attend events and activities during Seniors Week 2024. Each recipient organisation will be asked to provide a summary of the event and acquittal of funds.

Please email your event proposal to [Grants@cotawa.org.au](mailto:Grants@cotawa.org.au)

If you have any questions, please contact COTA WA CEO, Mark Kinsela, on 0407 796 990.

Proposals must be submitted and received by **COB Monday, 7 October 2024**.

## Objectives

The 2024 Seniors Week Community Grants Program provides financial assistance to organisations hosting local events in metropolitan and regional areas of Western Australia.

**Events should meet at least one of the following aims of the week which are:**

- To recognise and thank seniors for their contribution to the community.
- To promote intergenerational activities linking seniors to the community.
- To facilitate artistic, cultural and celebratory expression within the community.
- To engage seniors in a variety of activities and initiatives that encourage active ageing.

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## Proposals are strongly encouraged for events aimed at seniors who:

- Would not normally participate in Seniors Week activities or events.
- Are at risk of becoming socially isolated.
- Are members of Indigenous and Culturally and Linguistically Diverse communities and LGBTQIA+ communities.

## 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:

- Advertising and promotion
- Catering, food and drink
- Entrance and/or admittance fees
- Project materials
- Transport costs
- Venue and equipment hire
- Other miscellaneous expenses.

## What cannot be Funded

The grant **cannot** be used for:

- Prizes and gifts, including cash or vouchers
- Capital equipment purchases
- Ongoing operating or administration costs, including staff wages
- Interstate or overseas travel
- Fundraising projects
- Purchase of alcohol.

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## Special Conditions of Grant

- Funded activities and events to be held during WA Seniors Week 10-17 November 2024.
- If the project involves working with children, the Organisation must ensure that all employees and volunteers comply with the *Working with Children (Criminal Record Checking) Act 2004*. Please refer to this website for further information, at: <https://workingwithchildren.wa.gov.au> or contact the Grantor by email, at [screeningunit@communities.wa.gov.au](mailto:screeningunit@communities.wa.gov.au).
- The Grantor is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the Grant. In this respect, the Organisation is required to be appropriately incorporated and be responsible for its own insurances. This includes but is not limited to, Public Liability, Volunteer Insurance and Professional Indemnity.
- The Parties agree that the State will not, by virtue of the Grant, obtain ownership of any intellectual property in or in relation to any material developed by the Organisation (other than material created by the State or provided to the Organisation by the State).
- The Organisation grants to the State a perpetual, irrevocable, royalty-free, world-wide, non-exclusive licence to use, reproduce, adapt and publish the whole or any part or parts of all promotional materials, resources, data and reports brought into existence by or for the Organisation in connection with this Agreement or the Organisation's use of the Grant.
- The Organisation must ensure that participants in the Project are not exposed to significant promotions of alcohol or unhealthy food and drinks during the Project.
- Activities should align with [Good Practice Requirements](#) where relevant.

An acknowledgement of funding assistance provided by the Grantor must be included in any advertising and on any material relating to the Project by displaying the Grantor's logo and using the words 'Supported by the Department of Communities'. Copies of the logos and guidelines for its use are available by contacting the Grantor.

*Please Note: Social Media Content and Pictures from the event or activity shared with COTA WA by the Organisation will be also provided to the Department of Communities.*

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## Submitting your Application

Please email your event proposal to [Grants@cotawa.org.au](mailto:Grants@cotawa.org.au)

If you do not receive a receipt within seven (7) days, please contact us to ensure that we have received your submission.

**Applications must be submitted and received by:**

**COB Monday, 7 October 2024.**

## Submissions Process

Once submissions are received, representatives from the Department of Communities and COTA (WA) will meet to review submissions and all applicants will be advised of approval and funding allocation; it is anticipated that this process will be completed by **Friday, 18 October 2024**.

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## Application Form

### 2024 Seniors Week Community Grants Program

#### Section 1 - Details

Name of Organisation:			
Contact Person:	Title:	First name:	Surname:
Position Title:			
Postal Address:			Postcode:
Phone:		Mobile:	
Email:			
<b>Email will be used for all correspondence relating to this submission.</b>			
Type of organisation:	<input type="checkbox"/> Not-for-profit <input type="checkbox"/> Local Government <input type="checkbox"/> Religious / Charitable		
Do you have an ABN?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ABN:	
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the organisation incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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## Section 2 - Event Details

Event title:			
Date of event:			
Venue or location:			
Expected numbers:		Is the event open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your event support?	<input type="checkbox"/> ATSI <input type="checkbox"/> CaLD <input type="checkbox"/> LGBTIQ+ <input type="checkbox"/> Socially isolated <input type="checkbox"/> Disadvantaged <input type="checkbox"/> Regional		

## Section 3 - Selection Criteria

Please complete the following questions in the space provided below to support your application.

In no more than 200 words, describe your event. What are you planning to do?

How much funding are you requesting? And what will the funds be used for?

## Section 4 - Agreement

I confirm that the details contained in this application and its attachments are true and correct.

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*I understand that if this application is approved:*

1. My signature below is an agreement to abide by the undertakings and conditions of the community grant as outlined in a confirmation letter that will be sent to my organisation in September 2024.
2. By **COB, Friday, 9 December 2024**, I will provide acquittal of the funds received under this grant program, which have been spent in accordance with the guidelines.
3. I agree that any unexpended grant funds will be returned to COTA (WA) by **Friday, 9 December 2024**.
4. I agree to have my funded event listed in the WA Seniors Week 2024 events calendar published in the media and online.
5. COTA (WA) and the Department of Communities as outlined in the confirmation letter will be acknowledged in all publicity and promotion of this event.

Signed:

Position:

Date:



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## Section 5 - Payment Details

In order to expedite payment if your application is successful, please provide your bank account details below.

Name of Organisation	
Event Title	
Contact Person	
Contact Phone	
EFT Details:	
Account Name	
BSB	
Account Number	

## Submit your Application

Applications to be submitted by **COB Monday, 7 October 2024** via email to:  
[Grants@cotawa.org.au](mailto:Grants@cotawa.org.au)

The 2024 Community Grants Scheme is supported by the Department of Communities.

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