Creating Liveable Communities Competition

Guidelines

September 2014
Contents

Introduction ........................................................................................................................................2
  Closing date for submission of competition entries .................................................................3
  Aim ................................................................................................................................................3
  Objectives ..................................................................................................................................3
Eligibility to enter the competition .............................................................................................3
Selection Criteria ..........................................................................................................................4
Financial information .....................................................................................................................4
GST .................................................................................................................................................4
Disclaimer....................................................................................................................................4
Entry process ..................................................................................................................................4
  Navigating through the application form ..................................................................................4
  Attachments and support documents .......................................................................................5
  Submitting your application ........................................................................................................5
Prize Selection ..................................................................................................................................5
  Acknowledgement of receipt of applications .........................................................................5
  Judging Panel ...............................................................................................................................5
  Notification of prize winners .....................................................................................................6
Funding Agreements ......................................................................................................................6
Obligations of Prize Winners .........................................................................................................6
Insurance .........................................................................................................................................6
Local Government NSW ..............................................................................................................6
Appendix A .....................................................................................................................................8
Introduction

The **Creating Liveable Communities Competition** is funded by the Department of Family and Community Services (FACS) and administered by Local Government NSW (LGNSW). It invites NSW councils to enter their most creative and innovative ideas for projects that make their community more liveable for carers, older people and people with disability. We are looking for a variety of projects across different areas of liveability, both larger scale and smaller projects which challenge attitudes and break down barriers physical, social and attitudinal. Ideas could come from longstanding issues that have not been addressed due to lack of resources or could be from emerging issues that require addressing. We will be rewarding innovative ideas from across urban/metropolitan, rural/regional and remote local government areas in NSW.

Creating more liveable communities has been identified as a priority in NSW 2021 as well as more specifically in the NSW Ageing Strategy, the National Disability Strategy NSW Implementation Plan and the NSW Carers Strategy. FACS is looking to achieve more liveable communities that address the collective needs of these groups (see Attachment A – Liveable Communities: Policy Statement).

The World Health Organization (WHO) **Global Age-Friendly Cities: A Guide** ([http://whqlibdoc.who.int/publications/2007/9789241547307_eng.pdf](http://whqlibdoc.who.int/publications/2007/9789241547307_eng.pdf)) is one of the most useful and authoritative frameworks for developing liveable communities and includes a practical list of 8 areas to assist organisations to create or further develop age friendly cities. Although the framework has a focus on older people it is applicable to everyone across life stages.

The WHO Global Age-Friendly Cities: A Guide considers the following 8 areas important for meeting basic liveability needs of a community –

- the built environment
- transport
- housing
- social participation
- respect and social inclusion
- communication and information
- civic participation
- community support and health

Project applicants must focus on one or more of these areas. Please see the WHO guidelines for more detail on each area.

In addition, the most innovative ideas from the following broad geographic categories will be considered:

- urban/metropolitan
- rural/regional
- remote

A total of $600,000 of prize money is available. The Judging Panel will assess the merits of the applications received based on the eligibility and selection criteria, and award prizes to the most innovative ideas. Prizes are anticipated to be one off allocations ranging from $20,000 to $100,000 for individual councils.
Closing date for submission of competition entries
LGNSW will only accept applications by the online form. Councils may enter more than one project into the competition.

The closing date for entries is **COB 12 December 2014**.

Aim
To increase the liveability of communities in NSW for carers, older people and people with disability.

Objectives
The NSW Government established the *Creating Liveable Communities Competition* in 2014. The objectives are to help councils to –

- find innovative solutions to barriers to participation faced by carers, older people and people with disability;
- plan and implement liveable communities based on WHO’s *Global Age-Friendly Cities: A Guide*;
- work across council departments to raise awareness about liveable communities; and
- engage with local stakeholders, including:
  - the community
  - other levels of government
  - non-government organisations (NGOs)
  - the private sector

Eligibility to enter the competition

The *Creating Liveable Communities Competition* is only open to NSW councils. However, councils are permitted to submit an application as part of a partnership with another organisation(s). Partner organisations can be from the government sector (including other councils), the private sector and the NGO sector. The lead Council is responsible for submitting the application, administering the funds and for fulfilling reporting requirements.

Councils must complete all parts of the application form, including identifying which of geographic categories their entries fall (urban/metropolitan, rural/regional or remote) and the amount of prize money they are seeking to fund implementation of their liveable communities idea. Documents will need to be attached where necessary, such as evidence of partnership funding and insurance coverage.

Projects must address the competition objectives. They must be conducted in NSW and be of benefit to NSW residents.

Prize winning councils must use the competition prize money to implement the project idea for which the prize was won. Projects must commence by June 2015 and be completed within the timeframes stated in the application form. All projects must be completed within 18 months of receiving the prize money.

The competition will NOT fund the following activities:
- projects that cannot demonstrate benefits for carers, older people and people with disability;
- projects that have already taken place (i.e. retrospective funding);
- as part of general revenue to fund other ongoing council expenditure;
- projects that fund devolved grants (i.e. projects offering grants to other councils or organisations/community groups);
- ongoing maintenance of projects to which councils have committed as part of a previous grant; and
the reimbursement of salaries of existing council staff who will be supervising or working on the project as part of their usual duties (the funding of additional human resources to specifically work on the project is permitted).

Selection Criteria

The judging panel will consider the following criteria in deciding on the winners:

- Innovative and creative nature of the project proposal;
- Clarity and appropriateness of project aim;
- How well the idea addresses the collective needs of carers, older people and people with disability;
- Evidence of how the need was identified and why it is a priority;
- The degree to which the target community has been consulted in the development of the idea;
- Extent to which the idea will promote a collaborative approach to promoting liveability (e.g., partnerships with other agencies, community groups, business);
- Strategy for measuring the impact of the project on the target audience;
- Demonstrated capacity of the organisation (and where relevant partner organisations) to implement the project;
- The degree to which the project is sustainable (if not a one-off), including the capacity to access other sources of funding if needed; and
- The impact the project will have with respect to liveability, versus the cost of the investment.

Financial information

All costing in your budget needs to be detailed, reasonable and justifiable, especially where individual items comprise a large proportion of the overall budget.

GST

All councils are registered for GST, so do not include any GST in your budget when you fill in your application. LGNSW will add GST to your grant payment.

Disclaimer

Entering a project proposal into the competition does not guarantee that it will win or be funded. Each entry is assessed separately on its individual merits.

Entry process

All competition applicants are encouraged to read these guidelines to be fully informed of requirements. Entries must be submitted using the Creating Liveable Communities Competition Application Form located on the LGNSW website at www.lgnsw.org.au.

Applications must be provided electronically via the application form on the LGNSW website, www.lgnsw.org.au. You will create an account with a username and password so that you can log back in to edit/submit your proposal and to track progress of your application.

Navigating through the application form
It is recommended that download the form and prepare your responses to the Application Questions in Word format prior to entering them into the form. The form closes automatically after a period of inactivity and your input may be lost.

You may begin anywhere in this application form. On the left hand side of every screen, there is a box which links directly to every page of the application. Click the link to jump directly to page you want. You can also click ‘next page’ or ‘previous page’ on the top or bottom of each page to move forward or backward through the application.

**Attachments and support documents**

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a zip drive, or similar.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 15MB each; however, it is recommended that you try to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

**Submitting your application**

You will find a Review and Submit button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application, you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then you should presume that your submission has NOT been submitted.

**Prize Selection**

**Acknowledgement of receipt of applications**

You should expect acknowledgement of your application within a week of submitting your application. Acknowledgement will be via email.

**Judging Panel**

After the closing date, project staff will check whether your entry is eligible and sufficiently complete for assessment purposes.

The *Creating Liveable Communities Competition* has a Judging Panel to assess the applications and pick the winners of the competition. The Judging Panel consists of people with knowledge and experience in liveable communities for carers, people with disability and older people, including representatives from the Ministerial Advisory Committee on Ageing, the Carers Advisory Council and the NSW Disability Council, as well as experts in town planning, urban design, social inclusion and liveable communities.
The Judging Panel will assess the merit of your proposal by using the eligibility and selection criteria outlined previously and will select the successful prize winners.

Decisions by the Judging Panel are final.

Notification of prize winners
LGNSW will notify the successful prize winners in January 2015. Payment will be made within six weeks of the exchange of contracts.

Funding Agreements
The competition will be administered by LGNSW.

Obligations of Prize Winners
Competition winners will be required to:
• complete a prize agreement with LGNSW;
• forward a tax invoice to LGNSW for payment of their grant;
• consent to a joint announcement with the Minister of Ageing and Disability about the competition;
• use the competition prize money to implement the project idea for which the prize was won;
• commence projects by June 2015 and complete projects by 30 June 2016;
• complete projects within 18 months of receiving the prize money;
• acknowledge FACS and LGNSW’s support in all promotional material or any public statement about the project, and include both FACS and LGNSW’s logos on relevant written material;
• complete a final report to FACS providing information about the implementation and evaluation of their project; and
• share the findings and lesson learnt from implementing the project with other councils (this could be by presenting at a conference, an article in a newsletter, presentation at a meeting of joint councils, etc.).

Insurance
It is a condition of entering the competition that councils must have public liability insurance of $20 million and any other appropriate insurance cover for all works, activities and volunteer personnel (if relevant).

Accident insurance is required for the life of the project and all employees must be covered by workers’ compensation insurance.

Local Government NSW
LGNSW will support councils with project feedback, case studies from other council areas and references to other resources. LGNSW staff involved in administering the competition have expertise in both ageing and disability strategies. Any enquiries should be directed to:

Margaret Kay
Senior Policy Officer Ageing and Disability
margaret.kay@lgnsw.org.au or 9242 4082
Appendix A

Increasing the liveability of communities for seniors, carers and people with disability - A policy statement

Statement of Intention

Over the next five years, the NSW Government will work with partners from the public, private and NGO sectors to ensure that communities across NSW foster a sense of safety, respect, independence and the capacity for involvement in all aspects of the community. This work aims to build communities in NSW that are great to live in and where individuals can achieve their potential throughout their lives. The work will aim to make living in communities in NSW increasingly manageable and enjoyable for seniors, carers and people with disability by creating environments that are inclusive for all.

By harnessing the joint efforts and influence of the ageing carers and disability groups within the community, there is a much greater chance of bringing about substantial and sustainable change in this area.

A common approach to target the further development of liveable communities has been endorsed by the Ministerial Advisory Council on Ageing, the Disability Council NSW and the Carers Advisory Council.

Rationale

Creating more liveable communities has been identified as a policy priority in both NSW 2021 as well as more specifically in the NSW Ageing Strategy, the National Disability Strategy NSW Implementation Plan and in the soon to be finalised NSW Carers Strategy.

Liveable communities build independence, health and wellbeing through planning and designing accessible and inclusive social and physical environments that provide opportunities for active citizenship, regardless of age, ability or responsibilities. From the built environment to respectful engagement, to maximising employment and housing options, liveable communities are inclusive for all, including those with specific needs.

Many of the issues that affect older people, such as accessibility and social participation, also affect carers and people with disability and continuing to build ‘liveable’ communities has common meaning for these three groups and common objectives. Progressing the needs of all three groups under the same banner of ‘liveable’ communities is therefore a more efficient and effective way to pursue their common objectives.

The World Health Organization’s (WHO’s) Age Friendly Cities framework provides a practical and familiar list of domains (shared across the population groups) to target in order further develop liveable cities. Other frameworks have been examined but they largely share similar domains as WHO’s but are less well known and/or utilised.

Areas considered important for liveability by WHO are:
- the built environment, (e.g. pavements are well maintained, pedestrian crossings are sufficient, out door safety is promoted)
- transport, (e.g. public transport is reliable, frequent, safe, affordable, priority parking is available)
• housing, (e.g. sufficient, affordable housing is available, home modifications are available and affordable)
• social participation, (e.g. events and activities are well located, accessible, safe, affordable and held at convenient times)
• respect and social inclusion, (e.g. regular consultations, good customer service, older people are valued)
• civic participation and employment, (e.g. range of paid and volunteer opportunities available, training, appropriate adaptations)
• communication, (e.g. appropriate communications strategies and formats are provided, availability of the internet)
• community support and health services (e.g. adequate services, availability of home care services).

A mandate for liveable communities

Consultations with carers, people with disability and seniors revealed common themes in what stakeholders want. People want to feel safe, equal and respected, and the built environment needs to support this. All groups find it of vital importance to be able to get around, to engage with their communities and have flexible structures that allow them to participate and access services.

The needs of these groups must be recognised at the strategic planning stages of community programs. This awareness of need the attitude of the general community towards inclusion for these groups underpins much of the work that will lead to more liveable communities.

Through the NSW Carers Recognition Act 2010 and the Carers Charter, NSW Government departments and local councils are required to ensure their staff are aware of and understand the NSW Carers Charter. The Charter contains 13 principles that provide guidance on issues of significance to carers, including respect and recognition, inclusion in decision making and access to services they may need.

The Disability Inclusion Act 2014 (the Act) will mandate a NSW Disability Inclusion Plan that will support accessible communities by promoting the independence and social and economic inclusion of people with disability, enabling people with disability to exercise choice and control in pursuing their goals and providing safeguards in service delivery.

The Act will also strengthen disability action planning processes for all NSW government agencies, including local government. There will be increased requirements to develop and review plans in consultation with people with disability and to develop local solutions for local issues.