



Age-Friendly Community Local Government Grants Scheme – Eligibility Guidelines 2012



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1. Introduction

Population ageing is a demographic change that brings both challenges and opportunities. The number of people living in NSW aged 65 years and over will increase from just over 1 million people (14 percent of the population) in 2012 to 2.3 million (24 percent of the population) in 2050. Local Government has a key role to play in ensuring that communities are prepared for the impact of population ageing.

The Age-Friendly Community Local Government Grants Scheme (AFCLGGS) is funded by the NSW Office for Ageing in Family and Community Services and administered by the Local Government and Shires Associations of NSW. The grants program is an initiative announced in the NSW Ageing Strategy 2012. A total of \$550,000 has been made available for a period of two years from 1 July 2012 to 30 June 2014.

Grants are one-off allocations of up to \$25,000 for individual councils or \$60,000 for two or more councils.

Aim

To support planning and responses to population ageing in the Local Government sector.

Objectives

The NSW Government established AFCLGGS under the NSW Ageing Strategy 2012.

The objectives of the grants are to help councils:

- plan for population ageing;
- incorporate ageing objectives into their Community Strategic Plans, Resourcing Strategies, Delivery Programs and Operational Plans;
- identify and implement local solutions to create age friendly local places including contributing towards the installation of ramps, signage, seating, footpaths, accessible toilets, lighting, and age friendly exercise equipment;
- improve the accessibility of community facilities so as to increase their utilisation by older people;
- develop a whole of council approach to population ageing;
- work in partnership with local stakeholders to achieve these objectives;
- lever support from other funding sources.

Successful projects will be showcased as best practice in planning and implementation for population ageing.

The assessment process will endeavour to ensure that successful AFCLGGS projects are a representative selection of councils in terms of council's experience in planning for an ageing population, geographic, social and economic diversity and population size.

2. Eligibility

2.1 Who can apply?

Grants are only open to NSW Councils.



Criteria

To be eligible for funding under the AFCLGGS, councils must meet the following criteria:

- all projects must be conducted in NSW and be of benefit to NSW residents;
- projects must reflect the objectives outlined in Section 1 of this document;
- all parts of the application form must be completed.

2.2 Projects eligible for funding

Examples of some initiatives eligible for AFCLGGS funding

The AFCLGGS will fund projects such as:

- (i) Planning for population ageing
 - the development of an ageing strategy (including strategic objectives and activities to achieve those objectives);
 - the incorporation of ageing objectives into the Community Strategic Plan or relevant regional plan (including activities to achieve those objectives);
 - community engagement to inform the creation of age friendly environments;
- (ii) Implementation
 - access audits, mobility plans and related studies which identify specific actions to improve the age friendliness of the local environment;
 - the installation of ramps, signage, seating, footpaths, accessible toilets, lighting, and age friendly exercise equipment;
 - improved access to community facilities;
 - the development of information systems which make it easier for older people to access their local environments, such as accessibility guides and websites.

If the council(s) has already completed planning for population ageing, it may focus on implementation. If the council(s) has not previously undertaken age-related planning, or the council has come to the end of its current planning cycle, it may undertake planning and implementation.

Where councils use funding for capital works it is assumed that council will be responsible for ongoing maintenance.

Projects the AFCLGGS will NOT fund

The AFCLGGS will NOT fund the following activities:

- Projects that cannot demonstrate benefits for older people and their participation in the community;
- Projects that have already taken place (i.e. retrospective funding);
- Continuing administration/operational costs of organisations;
- Festivals, events, short term programs or activities such as exercise programs for older people;
- 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;
- The reimbursement of salaries of existing Local Government staff who will be supervising or working on the project as part of their usual duties. However, the project may fund additional human resources to specifically work on the project.



3. Application processes

All applicants are encouraged to read these guidelines to be fully informed of requirements. Applications must be submitted using the Age-Friendly Community Local Government Grants Scheme Application Form located on the LGSA website, www.lgsa.org.au.

3.1 Applying for an AFCLGGS grant

Applications must be provided in electronic form via the application form on the LGSA website, www.lgsa.org.au. You must type in the spaces provided on the application form and avoid attachments, except where they are requested.

Closing date for submission of proposals

The LGSA will only accept applications by the online form. All components of your application must be provided electronically, including all attachments. If this is not possible please contact Margaret Kay Margaret.kay@lgsa.org.au

Closing Date: Friday 16 November 2012
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Note that all projects will need to be completed by **30 June 2014**.

Applications from groups of councils

Councils are permitted to submit an application as part of a group of councils.

Councils may submit a maximum of one application individually and one application as part of a group of councils.

Acknowledgement of receipt of applications

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

Project commencement

Projects cannot start until the Grant Agreement is finalised, but must start by 28 February 2013. Projects can be a maximum of 18 months in duration, and must be completed by 30 June 2014.

Disclaimer

Submission of a grant application form does not guarantee funding. Each application is assessed separately on its individual merits.

3.2 Assessment criteria for grant funding

The application form consists of the following sections which you will need to complete. (Numbers in brackets refer to sections in Application Form). Please refer to these guidelines when completing the Application Form.

Project title (A1)

Please provide a name for your project. This name will be used in any reference to the project in media and reporting.

Project rationale and description (B1)

Your application should explain how population ageing is already impacting or expected to impact on your community, and what is needed for the council(s) to prepare for this. For example you may



have recognised increased demand for your services from older people, increased requests for improved access to council buildings or increased participation of older people in consultations.

If the council(s) has not previously undertaken planning for population ageing, or the council(s) has come to the end of its current planning cycle, part of the project can be to undertake these activities. (This may involve developing a separate Ageing Strategy, or incorporating ageing objectives into the Community Strategic Plan or relevant regional plan).

Should the council(s) choose to undertake planning for population ageing, it is expected that part of the project will also involve some degree of implementation. That is to say, that the council(s) should also undertake activities to address at least one of the issues identified in the plan.

If the project relates to an issue from an existing plan, you should explain how the issue arose, for example whether it was the result of consultation or research undertaken.

Examples of eligible projects are listed in Section 2.2.

Project objectives (B2.1)

This section describes what you want to achieve in terms of planning and responses to population ageing. It is not a list of activities. You will need to report and evaluate your project against these objectives.

Where possible, try to use SMART objectives (specific, measurable, achievable, realistic and results-orientated, and timer eferenced). Project objectives should be consistent with the objectives described for the AFCLGGS (included at the beginning of this document). No more than three objectives should be listed, and it is possible to have a project with just one objective.

Project activities (B2.2)

These are the tasks you will undertake to implement the project.

Stakeholder participation (B3)

Local Government has a key role to play in ensuring that communities are prepared for the impact of population ageing. Engaging local older people and those in their middle years can help ensure that places and facilities are appropriate for their needs. Obtaining the support of other stakeholders, such as non-government organisations, state government service providers and the private sector, can also add value to a project. Councils' capacity to lever support or contributions is one of the criteria which will be considered by the steering committee when selecting applications.

You should provide an outline of your stakeholders' involvement in the project and your project partners' support when submitting your application.

Project Planning Schedule (C1)

The Project Planning Schedule asks you to list your project's activities and expected completion dates.

Monitoring (C2)

Please indicate what standard you will use to measure the quality of your activities. For example, if you are undertaking consultation, the standard could be a list of target groups with which you intend to engage. In addition, you may consider including the mechanism you will put in place to monitor your project, such as a steering committee.

Monitoring your project against the schedule, the standard and the budget will enable you to determine whether you have achieved what you set out to do. Monitoring will assist in ensuring that the project is implemented as planned, to the standard identified in your application, on time and



within budget. It will also assist in identifying any changes that may be needed in order to meet the project's objectives.

You will be required to report on project monitoring in July 2013 and at the end of the project (by July 2014). Any significant variation from the schedule should be reported to LGSA as soon as possible.

Evaluation (C3)

Evaluating your project enables you to determine whether you have achieved the objectives set out in your application. It is important to plan evaluation prior to the project commencing to ensure that the relevant data (which may be quantitative or qualitative) is collected during and possibly before the project starts (baseline data) and after the project finishes (outcome data).

Possible mechanisms to evaluate your project could include:

- Quantitative data such as the number of older people using a particular venue or facility before, during and after the project;
- Qualitative data such as results of a focus group or survey of older people before, during and after the project;
- Reporting on the ageing objectives incorporated into councils' Community Strategic Plan.

You will be required to report on the project evaluation at the end of the project (by July 2014).

Financial information (D)

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

Good and Services Tax (GST)

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

Other criteria considered in grant assessment

The Steering Committee will compare your application with applications from councils of similar population size and will seek to ensure that successful applications are a representative selection of councils in terms of council's experience in planning for an ageing population, geographic, social and economic diversity and population size.

The Steering Committee will also consider the following in assessing your application:

- quality of project planning and methodology;
- degree of stakeholder participation;
- objectives that are consistent with SMART principles;
- how the project is to be monitored and evaluated;
- demonstrated linkages to broader council plans;
- commitment to ongoing maintenance of the project site/s;
- the extent to which the budget supports the project objectives and whether it will ensure the viability of the project overall;
- appropriateness of the mix in the total budget between:
 - materials and other direct project costs;
 - professional expertise;
- capacity to lever support or contributions e.g. from local businesses and community organisations.



Attachments

Any additional material submitted with your application must be kept to a minimum. Please consider including relevant sections, or extracts of documents, rather than the whole plan. Use of weblinks to documents is also strongly encouraged.

4. Selection

4.1 Steering Committee

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

The AFCLGGS has a Steering Committee to assess the applications. The Steering Committee consists of people with knowledge and experience in age friendly environments and includes representatives from the following: the NSW Office for Ageing (Family and Community Services), NSW Division of Local Government (Department of Premier and Cabinet) and Local Government and Shires Associations.

The Steering Committee will assess the merit of your proposal by using the assessment criteria outlined previously and will vote on the successful applicants.

Decisions by the Steering Committee are final.

Notification of grant decisions

The LGSA will announce the successful applicants by email by December 2012. Written contract agreements will be provided to council. Successful projects will receive funding on completion of their Grant Agreement.

5. Negotiation of funding and performance agreements

5.1 General Funding conditions

- Grants are one-off allocations of up to \$25,000 for individual councils or \$60,000 for two or more councils;
- Grants will be administered by LGSA and will be paid to successful recipients on receipt of all relevant documentation;
- All funding arrangements are subject to a funding agreement;
- Any conflicts of interest should be managed by council.

5.2 Obligations of successful applicants

Successful applicants will be required to:

- provide written evidence of partnership funding where relevant;
- sign a Grant Agreement that sets out terms and conditions associated with the grant;
- comply with all conditions contained in the Grant Agreement;
- provide evidence of appropriate insurance coverage;
- forward a tax invoice to the LGSA for payment of their grant;
- seek prior approval from the LGSA regarding significant objectives or budget variations (more than 10 per cent);
- provide a progress report on implementation of project activities, including to the standard (quality), identified in your application on time and within budget



- provide a final report including a financial report certified by the Chief Financial Officer or certifying accountant and an evaluation report on achievement of the project's objectives;
- acknowledge the Office for Ageing and LGSA's support in all promotional material or any public statement about your project, and include both the Office for Ageing and LGSA's logos on relevant written material;
- be prepared for all knowledge gained as part of the grant to be made publically available.

Insurance

It is a condition of grant that you have public liability insurance of \$20,000,000 and any other appropriate insurance cover for all your works, activities and volunteer personnel (if relevant).

You need accident insurance for the life of the project and you need to ensure that all the people you employ are covered by workers' compensation insurance.

Where project timetables or objectives are not achieved

Where a project is not achieving its stated objectives or timeframes, it is critical that this be reported in detail to the LGSA in a timely fashion. This is a funding requirement. Failure to do so may result in withdrawal of funding.

If you wish to change the project objectives, a written request to vary the project is to be made to the LGSA. The written request to vary the project should outline why and how your project is expected to change and include an amended project planning schedule.

6. Support for your project

Councils will be able to access support for the implementation of their projects through the following resources:

- The NSW Office for Ageing will support councils in liaising with other NSW government departments on activities supported by the NSW Ageing Strategy.
- Council on the Ageing NSW (COTANSW) through their Liveable Communities project is developing a resource to support councils plan for population ageing. This resource should be available by December 2012.
- The LGSA will convene a workshop for councils in October to support the grant application process.

7. Useful references

- WHO Age friendly Cities program: http://www.who.int/ageing/age_friendly_cities/en/index.html
- LGSA: www.lgsa.org.au <http://www.lgsa.org.au/policy/ageing>
- Division of Local Government Planning for an Ageing Population: http://www.dlg.nsw.gov.au/dlg/dlghome/dlg_IntegratedPlanningIndex.asp?sectionid=1&mi=20&ml=11&AreaIndex=AGEPOP&index=1001
- Australian Bureau of Statistics Census of Population and Housing 2011: <http://www.abs.gov.au/websitedbs/censushome.nsf/home/Census?opendocument#from-banner=GT>
- NSW Planning and Infrastructure Population and Housing Projections: <http://www.planning.nsw.gov.au/LinkClick.aspx?fileticket=yvzXybG72TA%3d&tabid=124&language=en-AU>