



ACTIVE AGEING AT THE LOCAL LEVEL FUND

Guidelines

WHAT IS ACTIVE AGEING?

Active ageing involves people having the opportunity, and taking up opportunities, to maintain an active involvement in various aspects of life as they age. This includes continuing participation in social, economic, cultural, spiritual, environmental and civic affairs. It is more than the ability to be physically active. It recognises the importance of older people being respected as active contributors within their families, peer relationships and communities and with members of younger generations.

Active ageing is about people being able to maintain their autonomy and independence as they age. It recognises the human rights of older people and principles of independence, participation, dignity, care and self – fulfilment, as well as equality of opportunity and treatment in all aspects of life as they grow older. Further, it recognises that older people should be encouraged and supported to participate in government decision making processes and other aspects of community life.

Active ageing aims to optimise opportunities for people to realise their potential for social, physical and psychological well being and quality of life as they age.

AIMS OF THE ACTIVE AGEING AT THE LOCAL LEVEL INITIATIVE

The Active Ageing at the Local Level Initiative forms part of the State Government's Active Ageing Strategy and is a major initiative within the Community Awareness and Participation Key Priority of the Strategy. The Department of Local Government and Regional Development is the lead agency for the Initiative and has responsibility for the administration of the Active Ageing at the Local Level Fund (the Fund or AALLF).

The aims of the Initiative are:

- to improve and enhance the quality of life of people across the State as they age;

- to increase the level of knowledge and understanding of active ageing at the local level within local governments and with State agencies and community organizations;
- to promote the engagement and participation of ageing and older people in the planning and implementation of policies and programs at the local level; and
- to provide opportunities for people to maintain an active quality of life as they age;

and the Fund provides grants for activities which engage ageing and older people in consultation; encourage their participation in community life; and provide a range of active ageing opportunities and programs at the local and regional level. Initiatives incorporating intergenerational approaches and which involve Indigenous people and communities are encouraged, as are initiatives which involve partnerships between agencies, local government and community organisations at the local level.

The Fund is providing \$1.35 million over three years, commencing in 2005 – 2006. Generally, grants are awarded from \$2,000 up to a maximum of \$40,000, dependent on the availability of funds.

WHO CAN APPLY

Eligible applicants include local governments, community and industry/business organisations, volunteer organisations, educational institutions and philanthropic foundations.

All community and volunteer groups applying for funding must be incorporated or have equivalent status.

The Fund is not intended to provide support to individuals or individual businesses. Funding to individuals or individual businesses is considered only where a significant benefit will accrue to the broader community or industry from a proposed project.

WHAT CAN BE FUNDED

Consultation and Participation

Consideration will be given to proposals which incorporate consultation with ageing and older people in local and regional communities and are designed to encourage and facilitate their participation in a range of programs, activities and community life generally.

Projects may include:

- community consultation initiatives of various kinds;
- events, expos, festivals and forums which incorporate active consultation processes and also include information sharing about active ageing, services and programs as well as opportunities for people to participate in various activities;
- projects which incorporate consultation and then action to improve identified quality of life matters for ageing and older people in specific local areas or regions; and
- action research which:
 - engages ageing and older people in a local government district and/or region in identifying present and future planning, service and program needs;
 - encourages and allows for new, creative and innovative ideas to be put forward by people and considered; and which, at the same time
 - engages them in activities which address current suggestions and identified needs and in action to bring about medium and longer term change.

Active ageing activities, programs, services and opportunities

Funding is available for:

- events, expos, festivals, projects which provide opportunities for older people to participate in a range of activities and programs;
- education, lifelong learning activities and broader initiatives in this area;
- physical activities, lifelong learning and education programs, arts programs;
- cultural initiatives including those which preserve, maintain and enhance Aboriginal culture and that of other cultural groups; and
- other initiatives which promote the involvement and quality of life of ageing and older people in the community.

Priority will be given to projects and activities that support the key principles underpinning the Active Ageing Strategy, as follows;

- adoption of a “lifecourse approach” to programs and policies for ageing and older people in Western Australia, acknowledging the important influences of earlier life experiences, gender and culture on how individuals age while addressing the specific demands of ageing in later years;

- agencies working together across government and with the community to achieve identified outcomes;
- outcomes based on community consultation and engagement and informed by the local, cultural and gender diversity across Western Australia; and
- inclusion of strong, mutually beneficial intergenerational connections, promoting a sense of belonging and security and positive attitudes to ageing across the community.

WHAT CANNOT BE FUNDED

Requests for retrospective funding where projects have been completed or commenced prior to receiving Active Ageing at the Local Level Fund approval cannot be funded.

The following items are not eligible for Active Ageing at the Local Level Fund funding:

- purchase of equipment.
- purchase of land, buildings.
- recurrent and operating costs. These costs may only be considered under special circumstances and for limited time periods.

ELIGIBILITY CRITERIA

1. The project must involve consultation with, and the participation of, ageing and older people in the local and/or regional area.
2. The project must demonstrate that it will involve activities and opportunities which engage, and are of benefit to, ageing and older people in the local and/or regional area.
3. Applicants must demonstrate that they have thoroughly investigated alternative sources of funding and that reasonable effort has been taken to access funding from other sources.
4. All voluntary and community groups applying for funding must be incorporated or have equivalent status or otherwise apply through the local government of their district.
5. Applicants should demonstrate a high level of commitment to the project through sourcing other project funding or a direct financial or in-kind contribution.
6. Projects should demonstrate positive flow-on effects and innovation in the area of active ageing.

7. The project should promote partnerships where possible (e.g. between the community/business sector and government; or across various levels of government; or between community group(s) and government).
8. The project should be a priority established through consultation with ageing and older people in the community and/or by a local or community group.

APPLICATION PROCESS

Active Ageing at the Local Level funding of \$450,000 is made available each year of funding and, subject to demand and the quality of applications, may draw on funding for the following year. Further submissions may be accepted throughout the year, at the discretion of the Department, as long as unallocated funding remains.

INFORMATION REQUIRED FOR ASSESSMENT

Submissions must be made on the approved application form and must include:

1. Name, address and contact details of the applicant.
2. For small projects, a project description, including its aims and objectives, of no more than 100 words. For more comprehensive projects, a project description of at least 100 words. Information is to include estimated start and completion dates.
3. The funding category and priority/priorities incorporated in the project.
4. Organisational structure arrangements, including a copy of the organisation's Certificate of Incorporation or an equivalent legal status document.
5. Information on how the project satisfies each eligibility criterion.

You may like to attach letters of support for your project, for example, from the local government in your district, Regional Development Commission, key community stakeholders or co-funding bodies.

6. Sufficient detail in the budget estimate and project plan for the project to enable the Department to assess the project including details of all co-funding sources.
7. Information demonstrating that the applicant has adequate planning and management experience and expertise, (including financial skills) in managing projects of this type.

8. Details on how any in – kind contributions have been calculated and will be acquitted.
9. Information that demonstrates that the viability of the project is not dependent on ongoing funding or continuing Government support. In particular, applicants must demonstrate how recurrent funding will be sourced.
10. Where applicable, details of planning, environmental or any other related licences, permits or approvals which have been, or will need to be, obtained to allow the project to proceed.
11. Details of previous Government (Federal or State) support provided to the applicant organisation within the last three years for similar projects.
12. Tax information, including applicant's ABN number.
13. Declaration by the Chief Executive Officer, Chairperson or equivalent that information supplied is correct.

Local governments and other organisations wishing to submit multiple applications are asked to prioritise these applications. All submissions should be signed by the Chief Executive Officer.

The Department may request more information from applicants to clarify the application. Applicants who do not provide all of the required information described above should be aware that this could lengthen the assessment process. Applicants are encouraged to discuss their project and the application process with their relevant local government.

The Department reserves the right to make such enquiries as deemed appropriate in the assessment of the application and may contact other agencies or organisations to discuss aspects of the bid.

THE TYPE OF SUPPORT AVAILABLE

Financial assistance is by way of grants. A total of \$1.35 million has been allocated to the Fund over three years (commencing financial year 2005 – 2006).

While the amount of financial assistance allocated to any project remains at the discretion of the Minister for Local Government and Regional Development, generally, grants will be awarded from \$2,000 (minimum) up to \$40,000 (maximum), dependent on the availability of funds. Applications for less than \$2,000 will generally not be accepted. The applicant may receive an offer for Active Ageing at the Local Level Fund of full funding, part funding

or be declined funding. Successful applicants must satisfy all of the Fund's essential criteria as a minimum.

Active Ageing at the Local Level funding of \$450,000 is made available each year of funding and, subject to demand and the quality of applications, may draw on funding for the following year. Further submissions may be accepted throughout the year, at the discretion of the Department, as long as unallocated funding remains.

All payments will be made in instalments unless the applicant demonstrates that the project is unable to proceed without upfront financial assistance. Progressive payments/instalments will be made subject to the applicant providing the Department with:

- sufficient information (including a written report) indicating that the project is proceeding satisfactorily and has reached agreed milestones as detailed in the Financial Assistance Recipient Agreement; and
- a statement of income and expenditure, to the date of progressive payment/instalment claim, signed by the applicants' Chief Executive Officer or equivalent. The statement should include details of eligible expenditure compared to budget.

Funding will not be provided retrospectively. Any expenditure must occur after the grant approval.

THE DECISION MAKING PROCESS

Each application will be assessed against the Fund's criteria by the Department in competition with other bids and submitted, via the Director General, to a panel comprised of:

- A DLGRD representative (Chair)
- A representative of the Office for Seniors Interests and Volunteering
- One other DLGRD representative
- A community person to be nominated by the Minister

The panel will make recommendations to the Minister for Local Government and Regional Development for decision. All applicants will be advised of the decision on their submission in writing by the Department.

It should be noted that proposals will be approved on the basis of the degree to which the projects fulfil the objectives of the Fund. Finite resources and grant priorities may result in submissions being declined even if they meet the criteria. Proposals will not be precluded on the basis that there is more than one submission from a particular local or geographical area.

CONDITIONS AND OBLIGATIONS THAT APPLY TO SUCCESSFUL APPLICANTS

Successful applicants must be ready to commence their project within six months of receiving approval, otherwise the offer of funding may be withdrawn.

Before receiving funds, successful applicants are required to sign a Financial Assistance Recipient Agreement outlining the conditions of the financial assistance. As a condition of funding, all recipients are required to provide detailed acquittals to DLGRD within twelve (12) weeks of the conclusion of the project.

This acquittal must include:

1. Details of how the funds were expended.
2. For grants of more than \$20,000, an audit report (prepared and signed by a qualified independent auditor) of a Statement of Income and Expenditure for the project, showing funds were expended in accordance with the application and used for the purpose for which they were provided. This Statement of Income and Expenditure for the project is to be signed by the Chief Executive Officer, Chairperson (or equivalent) of the recipient organisation.
3. For grants of less than \$20,000, it will be negotiated with the Department that the applicant should supply either an audited statement prepared and signed by a qualified independent auditor (as above) or a Statement of Income and Expenditure for the project, signed by the Chief Executive Officer, Chairperson (or equivalent) and supporting documentation (eg receipts, invoices, copy of consultant's contracts, copies of original cheques paid to creditors, etc) that show grant funds were expended in accordance with the Active Ageing at the Local Level Fund application. The Statement should include details of eligible project expenditure compared to budget.
4. An evaluation report outlining the effectiveness of the project.

Recipients should be prepared to provide public recognition to the Department for the financial assistance provided and to discuss with the Department how this would be achieved.

Funds must be acquitted within a maximum period of 12 months of receipt. If the project is likely to extend beyond 12 months, this should be explained in the funding submission and be reflected in the Financial Assistance Recipient Agreement; or, if a variation to the project is expected, due to a change in circumstance, the recipient must notify the Department, in writing, requesting approval to amend the agreement.

Any monies not spent for the purpose for which they were provided must be refunded to the Department.

Recipients in the not for profit sector, including incorporated community organisations and local governments, should be aware that they may be subject to a possible audit by the Office of the Auditor General in relation to financial assistance through the Active Ageing at the Local Level Fund.

TAX INFORMATION FOR APPLICANTS

The Department of Local Government and Regional Development is registered for GST and has been issued with Australian Business Number (ABN) 88 549 163 437. The Department regards financial assistance under this Fund as payment for a supply. GST-registered financial assistance recipients will therefore be liable for GST in connection with the financial assistance.

For GST-registered financial assistance recipients:

The Department will increase the financial assistance by the amount of GST payable. GST-registered financial assistance applicants must provide the Department with a tax invoice for the GST inclusive value of the financial assistance unless the Department and applicant have agreed in writing to the issue of a Recipient Created Tax Invoice. Payment will not be made until the Department receives a tax invoice or an agreement to issue a Recipient Created Tax Invoice. The applicant acknowledges that the financial assistance provided is consideration for a supply to the Department and that the GST component will be included in the applicant's next Business Activity Statement lodged with the Australian Tax Office.

For applicants not registered for GST:

The Department will *not* include GST. Nor will it reimburse an unregistered financial assistance recipient for GST paid or payable to a third party. Unregistered financial assistance applicants must provide the Department with an invoice for the amount of the grant.

FREEDOM OF INFORMATION ACT

Clients are informed that the Department is subject to the WA Freedom of Information Act, which provides a general right of access to records held by State Government agencies and local governments.

Clients should also be aware that information pertaining to the receipt of State Government financial assistance will be tabled in the Western Australian Parliament. This information could include the name of recipients, the amount of the assistance, the name of the project/activity and, possibly, a brief description thereof. This could result in requests for more detail to be released publicly.

Should you require any further information in relation to this issue, please contact the Department's Freedom of Information Coordinator on 9217 1500.

WORKING WITH CHILDREN CHECKS

Clients should be aware that, where the applicant or a person employed by the applicant (including those employed on a casual or voluntary basis) are to be working with children, then the necessary assessment notices pursuant to section 12 (1) (a) of the *Working With Children (Criminal Record Checking) Act 2005* need to be obtained from the Department for Community Development. Please contact that Department on telephone 6217 8100 for information about who is required to have a Working With Children Check. Prior to funding being granted, the applicant will be required to advise the Department in writing that Working With Children Checks have been completed.

FURTHER INFORMATION

For further details on the Fund, applicants should contact the Department of Local Government and Regional Development in Perth, telephone 9217 1442, email vscott@dlgrd.wa.gov.au or visit the Department's website: www.dlgrd.wa.gov.au

APPLICATION LODGEMENT PROCESS

Applications (original plus 5 unbound copies) should be submitted on the Departmental form provided by the due date to:

Active Ageing at the Local Level Fund
Community Capacity Building Branch
Department of Local Government and Regional Development
GPO Box R1250
PERTH WA 6844

Street Address:

Department of Local Government and Regional Development
Level 1, Dumas House
2 Havelock Street, WEST PERTH WA 6005