



Government of Western Australia
Department of Local Government and Communities



Age-Friendly Communities Local Government Grants Program 2015-2016 Guidelines



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Guidelines

Please refer to the Department of Local Government and Communities' [Grants and Sponsorship web page](#) to access the application form.

Contact should be made with Ms Robyn Teede, Strategy Officer, at the Department of Local Government and Communities on (08) 6551 8305 to discuss your project proposal before completing the application form.

To be considered for funding all applications must be received by the Department of Local Government and Communities by email (preferred), mail or fax by the closing date. Please allow up to 12 weeks from the closing date for an applications to be processed.

Closing date: 4:00pm, Thursday, 10 December 2015

Useful contacts

For further information regarding the Age-Friendly Communities Framework and research methodology, please contact:

Ms Robyn Teede
Strategy Officer
Strategy, Research and Initiatives
08 6551 8305
robyn.teede@dlgc.wa.gov.au

For information regarding the Age-Friendly Local Government Grants Program, or for assistance to complete an application, please contact:

Ms Gemma Turner
Senior Grants Officer
Community Funding
08 6552 1643
gemma.turner@dlgc.wa.gov.au

About the Program

The Department of Local Government and Communities supports local governments to adopt an age-friendly approach to planning, and encourages seniors to participate and remain active within their community.

The objective of this program is to optimise opportunities for health, participation and security by establishing policies, services and structures that improve the quality of life of community members as they age.

An age-friendly community embodies a culture that anticipates and responds to the needs of its ageing population. This principle is shared by people of all demographics and promotes the inclusion and contribution of older people in all areas of community life.

The purpose of this funding is to assist local governments to gather and analyse information to generate findings in respect of the Age-Friendly Communities Framework. <http://www.communities.wa.gov.au/Documents/Seniors/Seniors-Strategic-Framework.pdf>

Seniors' participation in the local government consultation process is essential to an age-friendly approach to strategic planning. Local government authorities that wish to apply for funding under this program are required to follow the age-friendly research methodology, outlined in 'Age-Friendly Communities; A Western Australian Approach'. This document is available on the department's website, at www.dlqc.wa.gov.au/commgrants.

Applicants must demonstrate that as part of the funded project they will undertake these key components of the age-friendly research methodology

- establish a reference group that will:
 - guide and support the project;
 - liaise with the Department of Local Government and Communities; and
 - review the draft report(s);
- develop a community profile, including current and predicted demographic information;
- promote the project throughout the community;
- identify key stakeholders for consultation and the establishment of focus groups;
- facilitate workshops and interviews to ensure that key stakeholders are included and engaged;

- analyse research findings and identify the age-friendly features, barriers, and suggestions for improvement, against each of the following eight essential features of an age-friendly community:
 - outdoor spaces and buildings
 - transport
 - housing
 - social participation
 - respect and social inclusion
 - civic participation and employment
 - communication and information
 - community support and health services
- compile a report for the consideration of the relevant local government authority and endorsement by the reference group; and
- provide the final age-friendly communities research report to the Department of Local Government and Communities. The report must include how the local government authority will incorporate the findings into its Strategic Community Plan. Specifically, the report must include an implementation plan outlining the key actions and activities identified from the research to be undertaken by the participating local governments.

As part of the project, applicants will be responsible for the following:

- providing administrative support for workshops and community consultation, as required;
- funding the professional publication of their age-friendly communities report, if required;
- circulating the report and/or communicating the findings to the community; and
- implementing identified actions to become a more age-friendly community.

All projects must be completed by 30 June 2017.

What can be funded

Funding of up to \$10,000 per project is available to undertake the following activities:

- conduct research, workshops, interviews and other community engagement methods to investigate the age-friendliness of the community with respect to:
 - older people
 - carers of older people
 - government, private and community sector organisations that provide services to older people.

- analyse the findings against the eight essential features of an age-friendly community;
- compile an age-friendly communities report, which details:
 - findings and analysis from the community consultations undertaken
 - an Implementation Plan outlining the key actions and activities identified from the research undertaken, including how the local government/s will incorporate these findings and key actions into their Strategic Community Plan. (see template provided at www.dlgc.wa.gov.au/commgrants).

Funds may also be used to purchase supporting resources, such as:

- hiring technical equipment or specialist services (ie interpreters)
- focus group support resources, such as transcribing services, and/or stationery
- transport for program participants.

What cannot be funded

- Recurring maintenance or operational costs of existing programs or facilities.
- Interstate and overseas travel
- Purchasing capital items, infrastructure and/or equipment
- Activities that involve commercial ventures or fundraising activities.

Selection criteria

Each application will be assessed against the following criteria:

- Demonstrated commitment to becoming a more age-friendly community
- Evidence of sound planning and demonstrated ability of the organisation to manage and implement the project
- Demonstrated need and clearly defined project outcomes and strategies that are aligned to the program objectives
- Demonstrated commitment to act upon the research findings from the workshops and/or community consultations
- Demonstrated strategy to incorporate the findings into the Strategic Community Plan of the local government authority
- Demonstrated strategy to build the internal capacity of the community and the local government authority
- Empirical and/or best practice evidence to predict project feasibility and effectiveness

- An equal or greater amount of funding contributed to the project from the applicant (monetary and/or in-kind)
- The requested grant amount is reasonable given the project activities and expected outcomes (value for money).

Priority for funding will be considered for:

- joint applications between two or more local government authorities
- applications where there is a high number and/or a high proportion of seniors living within the local government/s.

Who can apply

Funding is available to assist Western Australian local government authorities that have not previously received funding from this program to undertake an age-friendly approach to strategic planning.

Joint applications from two or more local governments are encouraged to achieve economies of scale.

Local Governments with a high number and/or a high proportion of seniors are encouraged to apply.

Who cannot apply

Funding is not available to:

- local government authorities that have been successful in a previous round of this program
- local government authorities or organisations located within the Indian Ocean Territories
- federal and state government agencies
- individuals
- community sector (not-for-profit) organisations
- private or commercial for-profit organisations.

Organisations that have not provided an acquittal and/or evaluation from previous Department of Local Government and Communities' grant or program funding, in accordance with the agreed time frames, are ineligible to apply until the required documentation has been submitted.

How to apply

Step 1 Contact Ms Robyn Teede, Strategy Officer, Department of Local Government and Communities, on (08) 6551 8305 or at robyn.teede@dlgc.wa.gov.au, to discuss your project proposal prior to submitting an application for.

There is no question too big or too small

Step 2 Download the application form and complete all sections of the document with respect to the proposed project.

Step 3 Before submitting an application for assessment, take a moment to complete the checklist at the end of the application form to ensure that all application criteria have been met and all relevant information and attachments have been included.

Step 4 Applications can be submitted to the Department of Local Government and Communities, via the following means:

Email: grants@dlgc.wa.gov.au

Please ensure that a scanned copy of the signed declaration is included with email submissions. If it is not possible to include a scanned copy of the signed declaration, please post the original copy to the Department within five working days.

Please note, as there is a limit to the size of attachments that can be accepted by email, supporting documents can be sent via post. Please make reference to this in the email should additional information be posted.

Post: GPO Box R1250, Perth WA 6844

Fax: (08) 6552 1555

Step 5 All applications will be acknowledged via email within five business days of receipt. Should you not receive an acknowledgement, please contact the department by telephone or email to confirm that your application has been received.

Assessment and notification

Please allow up to 12 weeks from the closing date for advice regarding the outcome of your application.

Applications will be reviewed against the selection criteria outlined in this document. All organisations that apply for funding will be notified in writing of the outcome of the submission.

Successful applicants

Successful applicants will be required to enter into a negotiated grant agreement with the Department of Local Government and Communities. This agreement will detail the obligations of both parties including, but not limited to, funding and payment details, reporting requirements, agreed project outcomes and activities, and acquittal conditions. Funding will be provided to successful applicants upon the execution of this agreement.

Once the project is completed, a final report must be submitted to meet acquittal requirements and finalise all obligations of the organisation in accordance with the grant agreement.

Final report requirements will be detailed in the grant agreement, however, generally this final report will give a summary of project outcomes and activities, together with any problems incurred or lessons learned, to evaluate the effectiveness of the project against the objectives of the program.

Final acquittal of your grant also requires a statement of income and expenditure for the project, which must be certified by the authorised signatory of the organisation.

Once the project is completed, any unspent grant funds, or grant funds not expended in accordance with the grant agreement, must be returned to the Department of Local Government and Communities.

For further information

For information regarding the Age-Friendly Communities Framework and research methodology, please contact:

Ms Robyn Teede
Strategy Officer
Strategy, Research and Initiatives
Department of Local Government and Communities
Telephone: (08) 6551 8305
Email: robyn.teede@dlgc.wa.gov.au

For information regarding the Age-Friendly Communities Local Government Grants Program 2015-2016 or assistance to complete the application form, please contact:

Ms Gemma Turner
Senior Grants Officer
Department of Local Government and Communities
GPO Box R1250, PERTH WA 6844
Level 13, Gordon Stephenson House, 140 William Street, PERTH WA 6000
Telephone: (08) 6552 1643
Email: grants@dlgc.wa.gov.au
Website: www.dlgc.wa.gov.au/commgrants
Translating and Interpreting Service (TIS) – Telephone: 13 14 50

**The State Of Western Australia Acting Through
The Department of Local Government and Communities**

And

The Shire of York

For

**Age-Friendly Communities
Local Government Grants Program**

GRANT AGREEMENT

This Grant Agreement is made on _____ day of _____ 2016

Between:

The State Of Western Australia Acting Through the Department of Local Government and Communities (“Grantor”)

and

The Shire of York (“Organisation”)

Australian Business Number (ABN) 55 315 676 247

RECITALS

The Organisation has applied to the Grantor for financial assistance to undertake the Approved Purpose and the Grantor has agreed to provide a grant subject to the terms and conditions of this Agreement.

THE PARTIES AGREE as follows:

1. DEFINITIONS AND INTERPRETATION

In this Agreement, unless the context otherwise requires:

Agreement means this Grant Agreement, including its recitals and any schedules or annexures (if any).

Acquittal occurs when the Grantor has advised the Organisation that the reports and financial information provided by the Organisation in accordance with clause 3.6 are satisfactory.

Approved Purpose means the purpose or purposes set out in item 1 of Schedule 1.

Auditor means an accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants and who is independent from the Organisation.

Auditor General means the Auditor General for the State of Western Australia.

Business Day means a day other than a Saturday, Sunday or public holiday in Western Australia.

Grant Funds means the amount or amounts specified in item 8 of Schedule 1.

Party means each of the Grantor or the Organisation as the context requires and **Parties** means both of them.

Project means the initiative or activities to be undertaken with the Grant Fund specified in item 2 of Schedule 1.

2. PAYMENT OF GRANT FUNDS

Subject to the terms and conditions of this Agreement, the Grantor will pay to the Organisation the Grant Funds in accordance with the payment schedule specified in item 9 of Schedule 1.

3 OBLIGATIONS OF ORGANISATION

3.1 Use of Grant Payment

The Organisation will use the Grant Funds solely for the Approved Purpose.

3.2 No Changes

The Organisation will not make any changes to the Approved Purpose without the prior written consent of the Grantor.

3.3 No Endorsement

The Organisation agrees that nothing in this Agreement constitutes an endorsement by the Grantor of any goods or services provided by the Organisation.

3.4 Acknowledgement of Grantor

The Organisation will acknowledge the Grantor in the manner set out in item 7 of Schedule 1.

3.5 Request for Information

(a) The Organisation is to provide the Grantor with any documents or information relating to this Agreement or the Project within ten (10) business days of receiving such a request from the Grantor.

3.6 Accounts and Reporting

(a) The Organisation is to provide the progress reports, evaluation reports and financial statements specified in Schedule 2.

(b) The Organisation is to keep proper financial records in accordance with generally accepted accounting principles and practices.

3.7 Special Conditions of Grant

The Organisation agrees to comply with the special conditions (if any) specified in item 5 of Schedule 1.

3.8 General Undertaking of Organisation

The Organisation must:

(a) at all times duly perform and observe its obligations under this Agreement and will promptly inform the Grantor of any occurrence which might adversely affect its ability to do so in a material way;

- (b) undertake its responsibilities under this Agreement with integrity, good faith and probity in accordance with good corporate governance practices;
- (c) not, nor attempt to, sell, transfer, assign, mortgage, charge or otherwise dispose of or deal with any of its rights, entitlements and powers or obligations under this Agreement;
- (d) comply with all State and Commonwealth laws, rules, regulations and by-laws;
- (e) cooperate fully with the Grantor in the administration of this Agreement; and
- (f) upon reasonable notice, provide the Grantor or its agents, with access at any reasonable time and from time to time to the Organisation's premises, financial records, other documents, equipment and other property for the purpose of audit and inspection by the Grantor in order to verify compliance by the Organisation with this Agreement.

4. REPAYMENT AND RETENTION OF GRANT FUNDS

The Organisation must repay to the Grantor any funds that the Grantor has paid which are not used in accordance with this Agreement unless there has been written agreement otherwise between the parties.

5. LIMITATION OF LIABILITY

The Grantor does not accept any responsibility or liability for the success or otherwise of the Approved Purpose and is not liable for any losses which may be suffered by the Organisation in undertaking the Approved Purpose.

6. FREEDOM OF INFORMATION ACT 1992 AND FINANCIAL MANAGEMENT ACT 2006

- (a) The Organisation acknowledges and agrees that this Agreement and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Agreement, including its terms and the details of the Organisation.
- (b) The parties acknowledge and agree that, despite any provision of this Agreement to the contrary, the powers and responsibilities of the Auditor General under the *Financial Management Act 2006* are not limited or affected by this Agreement.
- (c) The Organisation must allow the Auditor General, or an authorised representative, to have access to and examine the Organisation's records and information concerning this Agreement.

7. NOTICES

Any notice or other communication that may or must be given under this Agreement:

- (a) must be in writing;
- (b) may be given by an authorised officer of the Party giving notice;

- (c) must be:
 - (i) hand delivered or sent by prepaid post to the address of the Party receiving the notice as set out in item 6 of Schedule 1; or
 - (ii) sent by facsimile to the facsimile number of the Party receiving the notice as set out in item 6 of Schedule 1;
- (d) subject to paragraph (e), is taken to be received:
 - (i) in the case of hand delivery, on the date of delivery;
 - (ii) in the case of post, on the third Business Day after posting; and
 - (iii) in the case of facsimile, on the date of transmission; and
- (e) if received after 5.00 pm or on a day other than a Business Day, is taken to be received on the next Business Day.

8. DEFAULT AND TERMINATION

8.1 Event of Default by the Organisation

An Event of Default occurs if:

- (a) the Organisation breaches any of its obligations under this Agreement which continues without remedy for ten (10) business days after notice in writing has been served on the Organisation by the Grantor;
- (b) the Organisation becomes insolvent or is deemed to be insolvent under the *Corporations Act (Cth)*; or
- (c) if the Grantor has reasonable grounds to believe that the Organisation is unwilling or unable to comply with its obligations under this Agreement.

8.2 Effect of Event of Default

If an Event of Default occurs, the Grantor may either:

- (a) terminate the Agreement by providing a further ten (10) business days' notice in writing to the Organisation of the Event of Default; or
- (b) suspend payment of the Grant Funds until the Event of Default is remedied.

8.3 Recommencement of Grant Payment

The Grantor may, in its absolute discretion, recommence payment of the Grant Funds if and when the Organisation has rectified the Event of Default.

8.4 Acquittal

Unless earlier terminated, this Agreement will terminate at the time of Acquittal.

9. GOODS AND SERVICES TAX (GST)

- (a) For the purposes of clause 9:
 - (i) "GST" means the goods and services tax applicable to any taxable supplies as determined by the GST Act; and
 - (ii) "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations;
 - (iii) the terms "supply", "tax invoice", "taxable supply" and "value" have the same meanings as in the GST Act.
- (b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant Funds shall be inclusive of GST.
- (c) The obligation of the Grantor to pay the GST on any supply by the Organisation under this Agreement is conditional upon the prior issue by the Organisation to the Grantor of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
- (d) If the parties agree that the Grantor will issue the Organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
 - (i) the Grantor will issue a RCTI in respect of GST payable on the supply of the Project and the Organisation will not issue tax invoice in respect of that supply;
 - (ii) the Organisation warrants that it is registered for the purposes of GST and the Organisation will notify the Grantor in writing if it ceases to be registered for the purposes of GST during the term of this Agreement ("the Term");
 - (iii) the Grantor warrants that it is registered for the purposes of GST and the Grantor will notify the Organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the *GST Act* during the Term ; and
 - (iv) the Grantor will indemnify and keep indemnified the Organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the Project for which the Grantor issues a RCTI under this Agreement.

10. RELATIONSHIP

The Parties agree that nothing in this Agreement may be construed to make either of them a partner, agent, employee or joint venturer of the other.

11. WAIVER

- (a) No right under this Agreement shall be deemed to be waived except by notice in writing signed by both parties.
- (b) A waiver by either party will not prejudice that party's rights in relation to any further breach of this Agreement by the other party.
- (c) Any failure to enforce this Agreement, or any forbearance, delay or indulgence granted by one party to the other party, will not be construed as a waiver any rights.

12. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all communications, negotiations, arrangements and agreements, whether oral or written, between the parties with respect to the subject matter of this Agreement.

13. VARIATION

Any modification, amendment or other variation to this Agreement must be made in writing duly executed by both parties.

14. DISPUTE RESOLUTION

Before resorting to external dispute resolution mechanisms, the Parties shall in good faith attempt to settle by negotiation any dispute in relation to this Agreement, and where practical, each Party shall refer the matter to personnel who have authority to intervene and facilitate some form of resolution.

Executed by the parties hereto:

For and on behalf of the Grantor:

Mr Scott Hollingworth
EXECUTIVE DIRECTOR COMMUNITY BUILDING AND SERVICES
DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES

Witness

Print full name of Witness

For and on behalf of the Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Position of Authorised Person

Witness

Print full name of Witness

SCHEDULE 1

DEFINITION OF PROJECT OR SERVICE TO BE FUNDED

1. **Approved Purpose of Grant**

Age-Friendly Communities Regional Local Government Strategic Planning for the Shire of York.

2. **Project Definition and/or Anticipated Activities**

Project Activities

Overview:

As per requirements within the Program Guidelines, the Organisation will undertake research following the methodology outlined in the 'Age-Friendly Communities; A Western Australian Approach' toolkit. This document is available on the Grantor's website, at <https://www.dlgc.wa.gov.au/CommunityInitiatives/Pages/Age-Friendly-Communities.aspx>.

Specific project actions:

- Establish a reference group that will:
 - guide and support the project;
 - liaise with the Grantor; and
 - review the draft reports.
- Develop a community profile, including current and predicted demographic information;
- Promote the project throughout the community;
- Identify key stakeholders for consultation and the establishment of focus groups for seniors, service providers and carers;
- Facilitate workshops and interviews to ensure that key stakeholders are included and engaged;
- Analyse research findings and identify the age-friendly features, barriers, and suggestions for improvement against each of the following eight domains / essential features of an age-friendly community*:
 - outdoor spaces and buildings;
 - transport;
 - housing;
 - social participation;
 - respect and social inclusion;
 - civic participation and employment;
 - communication and information; and
 - community support and health services.

* Organisations may have recently conducted research investigating the needs of older people within their communities. Please note, that research should be examined to ensure alignment with the WA Age-Friendly Communities approach, specifically assessing the nature and extent of the consultation undertaken, and consideration of above-noted eight domains. The organisation must demonstrate in the final report that appropriate consultation and investigation of all of the essential features has been undertaken.

Project Outcomes

- Compilation of an Age-Friendly Communities research report, endorsed by the reference group for the consideration of each affected local government authority.
- The reports will be an analysis of the research findings and include the following components:
 - Executive summary;
 - Summary of findings for each group (e.g. Carers);
 - Community profile;
 - Methodology;
 - Findings; and
 - Limitations of the study.
- The Organisation to provide the Grantor with a copy of the final report.
- The Age-Friendly Communities research reports must include how the local government authority will incorporate the findings into its Strategic Community Plan.

3. **Agreed Budget**

Budget	\$'s
Revenue	
Age Friendly Communities Grant	10,000
Total Revenue	10,000
Expenses	
Briefing Material for Council and Reference Group	475
Prepare Context Section	475
Promotion and Seniors Satisfaction Survey	1,380
Focus Groups, Workshops and/or Interviews	1,035
Summary Engagement Report	345
Prepare Issues and Options	950
Issues and Options Workshop	1,940
Draft Age-Friendly Community Plan	2,650
Adoption (including final revisions)	750
Total Expenses	10,000

4. **Agreement Term**

Term of project: 1 June 2016 to 30 June 2017
Project acquittal period: 1 July 2017 to 31 July 2017

This agreement will terminate at the time of acquittal. Acquittal means the Grantor has advised the Organisation that the reports and financial information provided by the Organisation in accordance with clause 3.6 are satisfactory.

5. **Special Conditions of Grant**

- (a) If your project involves working with children you must ensure that your organisation and all employees and volunteers comply with the *Working with Children (Criminal Record Checking) Act 2006*. Please refer to this website for further information: www.checkwwc.wa.gov.au.

- (b) The Department of Local Government and Communities 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, recipient organisations are required to be appropriately incorporated and be responsible for their own insurances. This includes but is not limited to, Public Liability, Volunteer Insurance and Professional Indemnity.
- (c) 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).
- (d) 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 and reports brought into existence by or for the Organisation in connection with this Agreement or the Organisation's use of the Grant.
- (e) You must ensure that participants in the project are not exposed to significant promotions for alcohol or unhealthy food and drinks during the project.

6. Notice Addresses

- (a) Grantor The State Of Western Australia Acting
Through The Department of Local Government and Communities
Registered Mail: GPO Box R1250
PERTH WA 6844
Email: grants@dlgc.wa.gov.au
- (b) Organisation: Shire of York
Registered Mail: PO Box 22
YORK WA 6302
Email: records@york.wa.gov.au

7. Acknowledgement of Grantor

An acknowledgment of funding assistance provided by the Department of Local Government and Communities must be included in any advertising and on any material relating to the project by using the words "Supported by the Department of Local Government and Communities".

PAYMENT SCHEDULE

8. Total Amount of Grant Funds

Grant Amount \$10,000
GST \$1,000

9. Method of Payment

Payment of the Grant Funds (inclusive of GST) will be made in the amounts detailed below and within ten (10) business days of the dates listed below:

PAYMENT UPON	AMOUNT TO BE PAID (\$)
Receipt of the signed grant agreement and endorsement by the Grantor	11,000

SCHEDULE 2
REPORTING REQUIREMENTS

1. Reports to be provided as at:
 - 31 January 2017: Interim project report outlining progress against activities and outcomes to 31 December 2016, as per Schedule 1, Section 2.
 - 31 July 2017: Final project report outlining progress against activities and outcomes for the entire project period to 30 June 2017, as per Schedule 1, Section 2.
2. Provide a Statement of Income and Expenditure against the agreed budget for the entire term of the project, as per Schedule 1, Section 3 as at 30 June 2017.
3. The Statement of Income and Expenditure is to be certified by the Chairman, Chief Executive Officer or equivalent of the Organisation.