



2025/2026 OLDER AND ACTIVE COMMUNITY GRANTS PROGRAM

INFORMATION AND GUIDELINES



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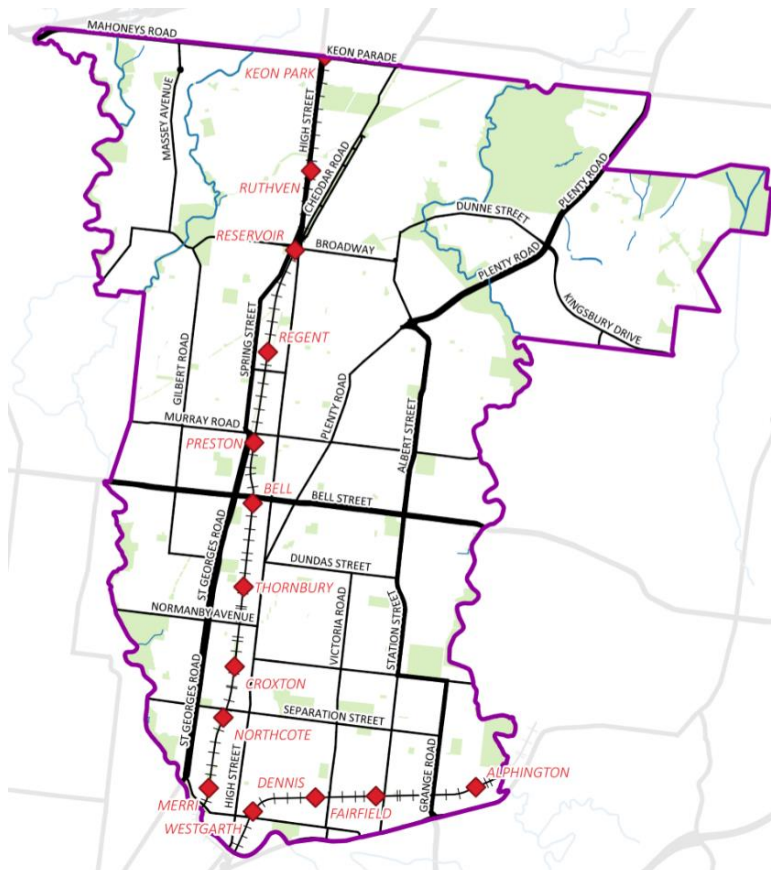
Acknowledgement of Country

We acknowledge the Wurundjeri Woi-wurrung people who are the Traditional Owners of the land on which Darebin stands. We recognise their continuing connection to land, water and culture. We pay our respects to Elders past, present and emerging. We recognise the contributions of Elders on our community, land and people.

Overview of the Older and Active Community Grants Program

- This grant program is for applications from Older Adult Community Groups that are based in or provide activities in the City of Darebin (see map below).
- For the purposes of this grant, an Older Adult Community Group can be defined as a Senior Citizens Club, hobby or interest group that contains a majority (51%) of its members that are aged over 50 years.
- A key purpose of the Older Adult Community group would be to enhance social connection with its members and be open to welcoming new members to join their activities.

Map of the City of Darebin



How this grant links to the Council Plan and Age Friendly Darebin

The [Darebin Council Plan 2021-25 Strategic Direction 1: Vibrant, Respectful and Connected](#), has an action to increase social connection, reduce isolation and loneliness, and support positive mental health [Action 1.5].

The Older and Active Community Grant 2025-2026 aims to achieve this by providing funding for older adult groups to enable the formation of places for social connection.

This grant objectives also supports the delivery of [Age Friendly Darebin](#) [Strategic Action 1-20] with its associated recommendations encouraging the establishment and maintenance of older adult groups, particularly those in disadvantaged locations within Darebin and new groups who have not received funding to date.

Focus Areas

The focus areas of this grant program are:

- To provide support for new and emerging Older Adult groups, especially those who can address an unmet need to the Darebin community, with a particular focus on emerging cultural groups and groups from Aboriginal and Torres Strait Islander communities.
- To increase social connection amongst older adults within the City of Darebin, particularly with those who are feeling socially isolated and/or experience barriers to social connection.
- To empower the local community to host age-friendly events that promote active and healthy lifestyles for older adults within the City of Darebin.

Project Examples

Some examples of how the Older and Active Community Grant can be used for includes but not limited to:

Focus Area	Examples might include – but not limited to:
1. To provide support for new and emerging Older Adult groups, especially those who can address an unmet need to the Darebin community, with a particular focus on emerging cultural groups and groups from	<ul style="list-style-type: none">• Creation of a new social/activity group for older adults within the City of Darebin, including culturally diverse groups and those from Aboriginal and Torres Strait Islander backgrounds.

<p>Aboriginal and Torres Strait Islander communities.</p>	<ul style="list-style-type: none"> • Multicultural and intergenerational programs and events that include older adults.
<p>2. To increase social connection amongst older adults within the City of Darebin, particularly with those who are feeling socially isolated and/or experience barriers to social connection.</p>	<ul style="list-style-type: none"> • Digital literacy program for older adults. • Programs that connect isolated people to social groups or activities.
<p>3. To empower the local community to host age-friendly events that promote active and healthy ageing within the City of Darebin.</p>	<ul style="list-style-type: none"> • Events and programs that support active and healthy ageing such as exercise groups. • Events that raise awareness for age-related issues and celebrations such as World Elder Abuse Awareness Day, Ageism Awareness Day and Seniors Month. • Environmental sustainability projects.

How much grant funding can I apply for?

- The Older and Active Community Grants Program allows grants up to **\$3,000** per application for incorporated, not-for-profit associations.
- Community groups that are not incorporated are able to apply for grants up to **\$2,000** but must have a bank account in the name of the organisation/group and demonstrate that they operate as a not-for-profit organisation¹.
- Alternatively, groups that are not incorporated may choose to find an incorporated organisation to auspice them for their project. Auspice organisations² receive and manage funds on behalf of non-incorporated groups. A neighbourhood house is an example of a potential Auspice organisation.

¹ A not-for-profit organisation is an organisation that is not operating for the profit or gain of its individual members. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes.

² In this context, the auspice organisation would receive the grant funding and have responsibility for ensuring that the activity is completed on time. A letter from the auspicing organisation that confirms the arrangement must be submitted with the grant application form.

- This grant can be used to apply for **Venue Hire** at specific Darebin Council venues (including Senior Citizens Centres & Community Halls) and external venues (see page 7). All applicants can apply up to **\$2,000** to cover venue hire costs. Please note venue hire cannot be provided on an ongoing basis and is subject to availability.

Who can apply?

Darebin City Council wants to ensure that Community Grants are distributed and support projects which address the issues and needs of the local community. For this reason, the following outlines the eligibility requirements for accessing Community Grant:

Older Adult Community groups need to be either:

- A not-for-profit, charity or incorporated association with Consumer Affairs Victoria, or;
- Auspiced by another not-for-profit, charity or Incorporated association, or;
- Not incorporated but have a bank account in the name of the community organisation, and;
- Hold public liability insurance up to \$20,000,000 at application time and when the project has commenced. If a group does not currently hold public liability insurance, the group can use the funding provided to purchase the insurance, ensuring it is noted clearly in the grant budget and acquittal report.

Who cannot apply?

- Applicants who have a current funding arrangement with Darebin City Council such as the Funding and Support Program funding arrangement and/or sponsorship programs for activities and services. This includes groups/organisations who receive in-kind venue hire and other funding from Darebin City Council. If you are unsure whether this applies to your group, please contact the Community Development Officer on 03 8470 8114.
- Individuals.
- Political organisations.
- Religious organisations, applying with the purpose of promoting religion or proselytizing.
- Businesses or for-profit organisations.
- Applicants who have not completed previous Council grants (including submitting acquittal reports) and/or have outstanding debts with Council.

- Applicants that own or operate Electronic Gaming Machines (EGMs) or hold events/activities/meetings in venues that have EGMs and/or receive sponsorship or support (in-kind or cash) from EGM revenue.

What can be funded?

- Start-up costs for new older adult community groups, such as venue hire (up to \$2,000), public liability insurance and incorporation fees.
- Staff hire such as teachers, mentors, cooks, cleaners, entertainers, interpreters.
- Printing, advertising, publicity and promotional costs.
- Materials and other items essential to the activity.
- Transport costs for project participants.
- Activity entry fees for participants.
- Significant events
- Volunteers 'out of pocket' expenses.
- Costs to support participation of people with a disability or house bound older adults.
- Outings and activities, including catering and transport.

Venue Hire

- If choosing to apply for funding for Venue Hire, please note that for all applicants, this can only be up to **\$2,000** of the total budget. For example, if you are successful for a \$3,000 Older and Active Community Grant, a maximum of \$2,000 can be spent on Venue Hire, with the remainder of the grant to be spent on other items such as public liability insurance, incorporation fees, catering etc.
- To be successful in applying for Venue Hire, the applicant must provide a quote and tentative booking dates within the application form prior to the grant being funded.
- Bookings dates will be accepted between 1st May 2025 – 30th April 2026.

Applicants can seek two methods of applying for Venue Hire support:

1. Darebin Council Venue

- Applicants can choose to apply for funding to support Venue Hire at one or more of the following venues:

Venue Name	Address	Capacity	Cost	Contact
East Preston Senior Citizens Centre*	14/12 Donald St, Preston VIC 3072	80	\$12.50/hr	0437 936 097 or seniorcitizenscentres@darebin.vic.gov.au
East Reservoir Senior Citizens Centre*	7a Strathmerton Street, Reservoir VIC 3073	100	\$12.50/hr	0437 936 097 or seniorcitizenscentres@darebin.vic.gov.au
Northcote Senior Citizens Centre*	18a Bent Street, Northcote VIC 3070	100	\$12.50/hr	0437 936 097 or seniorcitizenscentres@darebin.vic.gov.au
The Regent Centre*	4 Robinson Rd, Reservoir VIC 3073	60	\$12.50/hr	0437 936 097 or seniorcitizenscentres@darebin.vic.gov.au
Reservoir Senior Citizens Centre*	2-4 Wright St, Reservoir VIC 3073	80	\$12.50/hr	0437 936 097 or seniorcitizenscentres@darebin.vic.gov.au
Preston City Hall	284 Gower St, Preston VIC 3072	300	\$60/hr (weekday)	03 8470 8364 presth@l@darebin.vic.gov.au
Preston Shire Hall	286 Gower St, Preston VIC 3072	130	\$55/hr (weekday)	03 8470 8364 presth@l@darebin.vic.gov.au
Donald Street Community Hall*	18 Donald St, Preston VIC 3072	40	\$12.50/hr	03 8470 8110 community.hubs@darebin.vic.gov.au

<u>Clyde Street Community Hall*</u>	64 Clyde St, Thornbury VIC 3071	50	\$12.50/hr	03 8470 8110 community.hubs@darebin.vic.gov.au
<u>GE Robinson Pavilion*</u>	1-7 Garden Street, Reservoir 3073	40	\$19/hr (weekday)	03 8470 8110 community.hubs@darebin.vic.gov.au

Please note that for the venues labelled with an asterisk () require the hirer to set up and pack up the venue themselves and are also venues that are unstaffed.

- These venues are subject to availability and may not be guaranteed for your requested dates and times at your preferred venue.
- Bookings are only 'tentative' and need to be confirmed with respective booking officers after you receive confirmation of funding for this application.
- If your application for venue hire is approved for part-funding, you will have the choice to pay the difference or reduce the number of bookings you were quoted for.

2. Non-Darebin Council Venue

- Applicants can also choose to request funding for an external, non-Council venue using the Older and Active Community Grant.
- The Non-Darebin Council venue must still be based within the City of Darebin and must not be in or associated with Electronic Gaming Machines (EGM's) due to the [Electronic Gaming Machine Policy 2023—2027](#).
- Please note this application cannot cover recurrent rent of non-Darebin Council venue.
- The applicant will need to supply a quote and booking dates that are requested for the non-Darebin Council venue which cannot exceed \$2,000.
- It is up to the applicant to source a Non-Darebin Council Venue which can include reception centres, neighbourhood houses and other miscellaneous spaces.
- Darebin Council has the right to reject an application for Non-Darebin Council venue on the premise that it does not align with Darebin values or has potential Occupational, Health and Safety (OH&S) risks to the community if attending.

What cannot be funded?

- Activities that are inconsistent with Darebin City Council strategic directions or the Older Adult Community Grant Program aims.
- Activities that are the responsibility of other levels of government (e.g. State, Federal)
- New building projects, capital works and facility maintenance projects.
- Activities or projects that have a religious or political purpose which seeks to promote core beliefs & religious functions.
- Activities funded through other Darebin City Council programs or activities, including grant and sponsorship programs.
- Duplicate existing services/activities unless it can be demonstrated that it meets an unmet community need.
- Capital equipment purchases (i.e. telephone lines, computers, printers, power tools, audio-visual equipment, building maintenance or capital improvements such as heating or cooling systems, shade sails, solar panels etc.). If you are not sure if an item for which you are seeking support is “Capital Equipment’ or ‘Material’, please call the Partnership & Grants Officer to discuss (8470 8504).
- Outstanding loans and debts.
- Projects and activities that have already commenced or where the organisation has committed expenditure prior to the grant notification date (activities will not be funded retrospectively.)
- Gift vouchers, prizes and trophies.
- Recurrent rent of private venues.
- Utilities (gas, electricity, water.)
- Any project also funded (cash or in-kind) through EGM revenue, including sponsorship or venue hire.
- Any project that operates in a venue with EGMs.
- Any project that promotes gambling.
- Alcohol purchases.

What will be prioritised?

- Projects and activities which respond to one or more of the outlined focus areas.

- Projects and activities that meet a new and emerging need for older adults within the City of Darebin, especially groups that are from culturally diverse and Aboriginal and Torres Strait Islander backgrounds.

What should be clear in your application?

When writing your grant application, think about these key questions:

Who	<ul style="list-style-type: none"> • Who is this project for? (older adults, women, people with a disability, people experiencing or at risk of homelessness, people from LGBTIQ+ communities)
What	<ul style="list-style-type: none"> • What do you want to do? • Which focus area does your project align with? • What benefits will your participants get from your project?
Where	<ul style="list-style-type: none"> • Where in Darebin will this project happen? • If it is outside of Darebin – where will it be?
Why	<ul style="list-style-type: none"> • Why is your project needed? • What issue is your project wanting to address? • Is this issue supported by any local data and information?
When	<ul style="list-style-type: none"> • When will this project start? • When will the project end?
How	<ul style="list-style-type: none"> • How will you deliver the project? • How will you reach the community members this project is for? • How much will it cost?

How will Council assess applications and what is the criteria?

- Community need (25%)
 - Does the application support older adults?
 - Does the project address the community need?
- Community benefit (25%)
 - Does the project benefit residents of Darebin?
 - Is there a clear link between the community need, the activities and the community benefit?

- Equity and Inclusion (30%)
 - Does the proposal engage group/s who are ‘at risk’ of discrimination or exclusion?
 - Does the application address issues of social exclusion or barriers to participation?
- Budget and planning (20%)
 - Is the application well planned and achievable within the timeframe?
 - Does the budget reflect what is planned and what can be achieved?

Additional information

- A maximum of one application (per community group/organisation) each financial year will be considered. You can include more than one activity within that application.
- If your activities involve contact with children, your group or organisation may be required to obtain a [Working with Children \(WWC\) Check](#). To find out if you need a WWC Check or are exempt, visit the [Working with Children website](#).
- The grants program is highly competitive. Council may provide funding less than the amount requested and make special conditions for the funding to be provided.
- Projects or programs will not be funded retrospectively – they must be for activities between 1st of May 2025 and 30th April 2026.
- Successful applicants must provide a brief (acquittal) report to Council at the end of the project. This is to report on the project, the use of funds and the success of the activities.
- If the application is successful for the Older and Active Community Grant, this may reduce the ability to apply and be successful in other Darebin City Council grants within the same financial year.

How do I apply for a community grant?

Step 1: Register with Smarty Grants

The Older and Active Community Grants Program is administered through the Smarty Grants website using the following link: <https://darebin.smartygrants.com.au>

If you have not applied using the Smarty Grants website before, you will need to register an account. To do this you will need to provide an email address, and you will be asked to create a password.

Tip: Create a password that is meaningful or easy for you to remember. This way, you will be able to access documents if your application is successful and easily apply for future grant funding.

If you have previously applied via the Smarty Grants system, please use the same email address and password. If you have forgotten your password, please click on 'Forgotten password' and a link to set up a new password will be sent to your email address.

If you need to change the registered 'User', please call the Partnership & Grants Officer on 8470 8504.

Step 2: Access the application form

After registering with Smarty Grants for the first time you will receive an activation email to the address that you have provided. Use the link provided in the email to log-in to the Smarty Grants website and access application forms.

Plan your project and grant submission, get quotes, attachments and letters of support as required.

Step 3: Submit the application

Fill out the appropriate application form and upload any documents that you have been asked to provide. You will be asked to supply:

- A bank statement or slip, printed by the bank, which shows account name, BSB and account number if applying for a cash grant;
- A Public Liability Insurance Certificate or quote if organisation does not currently have insurance.
- A Certificate of Incorporation or a confirmation from an auspice organisation (if applying for more than \$2,000);
- Venue booking quote – if requesting funding for venue hire.

Once completed, you will be asked to review the application. Ensure you use the SUBMIT button to finalise your submission. You should receive an email acknowledging that your application has been received. If you do not receive this acknowledgement, please contact Jennifer Worthington – Partnerships & Grants Officer by email: darebingrants@darebin.vic.gov.au or +613 84708504

Only one grant application will be accepted in the same financial year within the Darebin City Council Community Grants program.

Information sessions and grant writing workshops will be available in February 2025.

One-on-one assistance to write applications using the online forms may be provided to applicants unable to access the online forms or unable to fill out the online forms in the

English language. Interpreters can be arranged for these sessions if required. please contact Jennifer Worthington – Partnerships & Grants Officer by email: darebingrants@darebin.vic.gov.au or +613 84708504

Timelines

Key Actions	Dates
Grant applications open	Monday 20 th January 2025, 9:00am
Grant applications close	Monday 24 th March 2025, 11:59pm
Grant outcomes announced to all grant applicants	Wednesday 30 th April 2025
Projects can commence	Thursday 1 st May 2025
Payments to be made to successful applicants	Friday 30 th May 2025
Projects to be completed	Thursday 30 th April 2026
Project Acquittal & Final Report	Friday 29 th May 2026, 11:59pm

Application checklist

- ✓ Your community group or organisation is eligible to apply.
- ✓ You have identified an idea, program or initiative that links to projects that can be funded.
- ✓ Explore partnerships to help your project delivery. This will enhance the success of your project if you need an organisation to auspice you.
- ✓ Plan your project/program to be achieved with a budget and timeline.
- ✓ Complete all questions in the online application with clear answers.
- ✓ Attach any letters of support from community groups, project partners or your Auspice organisation.
- ✓ Include quotes for expenses over \$1,000.

What if I still need advice or support?

If you have any questions or would like to discuss your grant idea further, please contact Charmaine Cauchi – Community Development Officer by email:

olderandactive@darebin.vic.gov.au or +613 84708114

Or

Jennifer Worthington – Partnerships & Grants Officer by email:

darebingrants@darebin.vic.gov.au or +613 84708504