

2025 NSW Seniors Festival Grant application

Form Preview

NSW Seniors Festival Grant application form

* indicates a required field

The **NSW Seniors Festival Grant Program 2025 provides \$200,000 in funding for community** programs and activities that enable older Australians to remain active, healthy, and engaged during the NSW Seniors Festival.

Every year the festival provides hundreds of free and discounted programs and activities to seniors across NSW.

Instructions for Applicants

Before completing this application form, you should have read the [NSW Seniors Festival Grant Program Guidelines](#).

Please Note:

- Eligibility and submission of an application does not guarantee funding.
- This grant is one-off funding.
- The festival is proposed to run from Monday, 3 March – Sunday 16 March 2025
- Applications close at 5pm AEST on **6 September 2024** via the Smarty Grants portal.
- Incomplete applications and/or applications received after the closing date will not be considered.

Support available:

If you require any assistance or have any queries relating to this grant, please contact via email nswseniorsfestival@dcj.nsw.gov.au

Please ensure to quote your Application ID (in the text box below) for all correspondence with DCJ.

Application Number

This field is read only.

Grant Program Objectives & Outcomes

The **NSW Seniors Festival Grant program 2025** encourages seniors in NSW to enjoy new experiences, continue learning, stay active and connect to their communities. It does this by:

- supporting a broad range of local community organisations
- supporting programs and activities in regional NSW
- fostering partnerships with community groups and services
- providing programs and activities for diverse communities in NSW
- supporting projects that empower older people to stay connected
- assisting organisations to increase capacity of current programs and activities.

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Applications can be for small scale, multiple and larger activities throughout the NSW Seniors Festival on Monday, 3 March to Sunday 16 March 2025

The NSW Seniors Festival Grant program aims for the best use and a broad distribution of funds to maximise the benefit for seniors in NSW.

Grant Program Name

This field is read only.

The program this submission is in.

Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application does not guarantee funding will be granted for any project, and the Department expressly reserves its right to accept or reject this application at its discretion;
- it must bear the costs of preparing and submitting this application and the Department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- it has read the Funding Guidelines for the Program and has fully informed itself of the relevant program requirements.

Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;
- the Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- in some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Notice

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By submitting this Application form, the Applicant acknowledges and agrees that:

- the Department is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>);
- the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Eligibility Confirmation

Applicants are required to meet the Program eligibility criteria:

Please declare this application meets the Program eligibility criteria:

- It has been prepared by and is being submitted by an eligible applicant
- **Must** propose *free or heavily discounted* programs or activities for seniors in NSW
- projects **must** be located within NSW and conducted between 3-16 March 2025
- Propose programs or activities must be open to all that identify as a senior in NSW.
- applicant must have appropriate and current Public Liability insurance minimum of \$10 million.
- applicant must address the NSW National Redress Scheme sanctions
- applicant must adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#)
- application will not be accepted from an organisation that has outstanding acquittal/s with DCJ.
- **Please note:** Only one application for funding will be accepted per organisation, per project.

I confirm that the applicant (your organisation) and project is eligible according to the criteria outlined in the Program Guidelines *

Yes

Contact Details

* indicates a required field

Organisation Details

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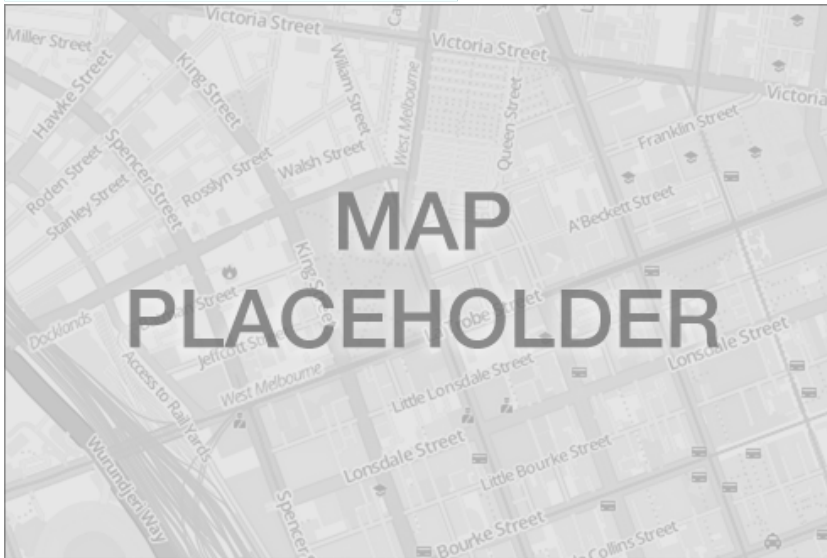
Organisation Name *

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Primary Address

Address



Postal Address

Address

Primary Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Other Phone Number

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Email Address *

Must be an email address.

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Website

Must be a URL.

Please detail the primary activities of the applicant organisation. *

Word count:

Must be no more than 200 words.

Select which of the following applies? *

- I am applying on behalf of my organisation
- I am applying on behalf of my organisation, which is subcontracting another organisation that will take a lead role in this project

Please note: the term “subcontracting” is used for the purposes of this grant program. If your organisation already has a formal subcontracting agreement in place, you will still be required to seek formal permission in writing from DCJ to enter into subcontracting arrangements using one of the available forms should your application be successful. <https://dcj.nsw.gov.au/service-providers/working-with-us/contract-management-policies-resources/subcontracting/how-to-obtain-written-consent-to-subcontract.html>

Does your organisation have any outstanding acquittals due to the Department of Communities and Justice (formerly Family and Community Services)?

- Yes - Your organisation may be deemed ineligible for this grants program.
- No

PLEASE NOTE: If your organisation has any outstanding acquittals due to the Department of Communities and Justice you are not eligible to apply to this grant program. Please complete any outstanding acquittals prior to submitting your application.

Please confirm that your organisation has not: been publicly identified as declining to join the National Redress Scheme OR failing to join the scheme at the expiry of six months after being notified to join the Scheme.

- Yes
- No - I cannot confirm (You may be deemed ineligible for this grants program)

PLEASE NOTE: For more information on the NSW Government Redress Scheme Sanctions Policy, visit <https://arp.nsw.gov.au/c2021-13-nsw-government-redress-scheme-sanctions-policy/>

Does the applicant organisation have at least \$10 million in public liability insurance, or is willing to obtain \$10 million in public liability insurance? *

- Yes
- No, but willing to obtain

Applicants are required to hold at least \$10 million public liability insurance in order to enter into a funding deed with the NSW Government.

Please confirm that your project will adhere to NSW Government public health orders and advice in regard to COVID-19

- Yes
- No

Up-to-date information is available on the NSW Government COVID-19 website

Details of organisation being subcontracted

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- Incorporated Non-Government registered and approved as Not for Profit by NSW Fair Trading
 - NSW Local Council operating under the Local Government Act 1993
 - Registered Association under an Act of Parliament
 - Not for Profit Company Limited by Guarantee, registered in NSW (must have ACNC registration and/or DGR status)
 - NSW Local Aboriginal Councils
 - Religious Organisations operating in NSW
 - NSW non-government organisations established under an Act of Parliament
- If your organisation is not on the list, please refer to the Guidelines as you may NOT be eligible.

Please attach evidence of the legal structure selected above.

Attach a file:

PLEASE NOTE: Incorporated organisations and associations should upload a copy of their certificate of incorporation from NSW Fair Trading. Not-for-profit companies should upload a copy of their ASIC certificate of registration. NSW Non-government organisations should upload a copy of the Act of Parliament that they are established by.

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

First Authorised Signatory and Organisation Contact

The Authorised Organisation Contact will receive formal correspondence from the Department of Communities and Justice and will be the organisation's **authorised delegated contact and sign the Grant Funding Agreement** .

It is your responsibility to update the Department of Communities and Justice of any contact detail changes during the delivery of the project.

First Authorised Organisation Contact *

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Title First Name Last Name

This is the person we will correspond with about this grant.

First Authorised Organisation Position *

e.g., Manager, Board Member or Fundraising Coordinator.

First Authorised Organisation Email *

Must be an email address.

This email address will be used for signing the funding agreement..

Bank Details

Applicant Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Please provide a recent bank statement of the account you would use to receive the grant funding if you are successful. *

Attach a file:

You do not have to show transaction details, however, the statement must:

- Be for an account in the name of the applicant
- Clearly **show the BSB, account number and name of the account holder**
- Be a statement on financial institution letterhead
- Not be an online transaction list

Project Details

* indicates a required field

Grant Category

Two funding categories are available to distribute \$200,000 across NSW, please note minimum amount.

- Category 1: \$1,000 to \$5,000 for NSW local community programs and activities.

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- Category 2: \$5,001 - \$10,000 **available only to NSW Local Councils** operating under the Local Government Act 1993 to hold large scale community and regional programs and activities.

Seniors Festival Grant Category

Select your Funding Category *

- Category 1: \$1,000 to \$5,000 for NSW local community programs and activities. Category 2: \$5,001 - \$10,000 available only to NSW Local Councils
Note Minimum amount is \$1,000

Title *

Word count:

Must be no more than 25 words.

Provide a name for your initiative. Your title should be short but descriptive.

Brief description *

Word count:

Must be no more than 50 words.

Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

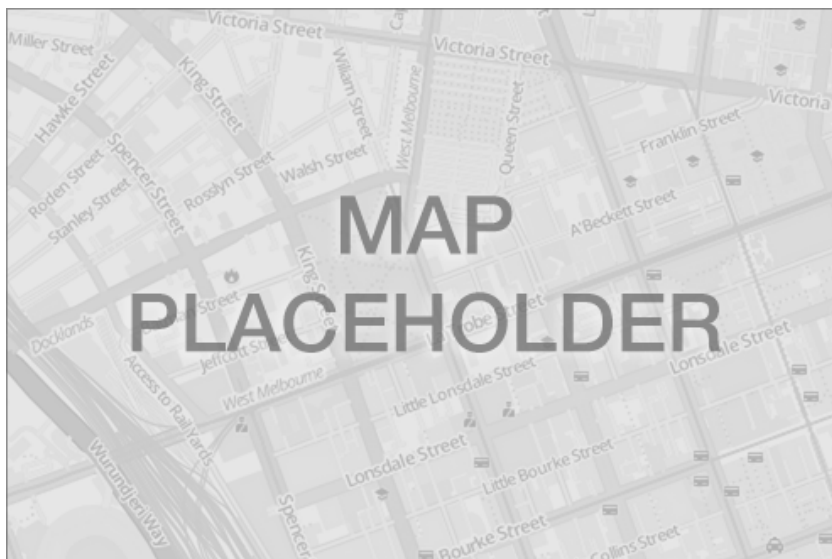
Anticipated start date *

Anticipated end date *

Primary location of your initiative

Address

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Primary location does not need to be a specific address, and can be postcode, suburb, state, etc. If delivered online, please specify the area of focus for delivery.

Please update anticipated start/end date

Specific eligibility requirements for start/end dates.

You have indicated above that your project either starts before 03 March 2025 or after 16 March 2025, the timeframe for delivery under this Program. Please update the details to ensure your dates fit within these timeframes.

How many people do you expect will participate in the project activities?

Must be a number.

Which of the following groups will participate in your project?

- People over the age of 60
- Seniors from culturally or linguistically diverse backgrounds
- Aboriginal or Torres Strait Islanders over 50
- Seniors who identify as Lesbian, Gay, Bisexual, Transgender, Intersex or Queer
- Seniors living with disability, dementia, chronic disease or mental illness
- Senior carers
- Seniors in rural, regional and remote areas

Select all that apply. NOTE: Category 2 Funding require engagement of a diverse range of people. Category 1 funding does not require engagement of a diverse range of people.

Activities

Please detail the activities expected to be completed as a result of the funding. You can stipulate one location for each activity.

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If you have one activity taking place in multiple places, you can either list each location as a separate activity

Activity	Location	Expected start date	Expected end date	Explanatory notes
One per row. Add more rows if you want to list additional activities. Must be no more than 25 words.	Where will your activity occur? Any, but at least one field is required.	Must be a date.	Must be a date.	Add notes if you need to provide more context. Must be no more than 50 words.

Assessment Criteria

* indicates a required field

Eligible organisations must meet the following criterions as per [grant funding guidelines](#) to be considered for funding:

1. Activities must be accessible, where possible
2. Whether the application meets the program objectives
3. Demonstrate value for money
4. Organisational capacity and capability, how they will collaborate and consult with relevant stakeholders.

C1. Please outline what measures have been taken, if any, to make your program/ activities as accessible as possible. *

C2. Please describe how your project addresses the Program objectives? *

C3. Please demonstrate how your project will achieve value for money? *

C4. Describe what capacity and expertise your organisation has to deliver the project? and What consultation you undertook with relevant stakeholders when planning this project *

Budget

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* indicates a required field

Total Amount Requested

*

What is the total financial support you are requesting under this grant?

Grant funds exclusions

The following Items or activities will not be considered eligible for funding:

- any activity of a commercial nature that is for profit
- existing debt or budget deficits
- capital works, including building work
- permanent salaries/wages (costs for temporary tutors/instructors for your program or activity can be included)
- permanent equipment purchases, for example tables and computers
- business as usual costs or general operating expenses
- programs or activities that encourage gambling such as bingo, or the consumption of alcohol
- programs and activities coordinated by NSW Government Departments and Statutory Authorities
- the same project twice. For example, two different organisations cannot apply for funds for the same program or activity.

Please confirm that you will not spend grant funding on the above items or activities. *

Yes

Expenditure

Please include all expenditure item that you are seeking to fund under the grant.

Please note, these items **must** be eligible under the grant as according to the guidelines.

Expenditure description

Expenditure amount

Expenditure description	Expenditure amount
	\$
	Must be a dollar amount.

Expenditure Totals

Total Expenditure Amount

This number/amount is calculated.

This amount must match your funding amount requested

Outcomes

Outcomes

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Please tell us about the outcomes you expect to result from your project or event. Outcomes are the changes you expect to occur for the beneficiaries. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Your outcomes

How does your intended outcome link to the Seniors Festival Program outcomes?

Explanatory notes

What changes do you expect will occur as a result of your event or project (e.g. Enhanced physical fitness)? Please be brief. One per row.	Please explain how your intended outcome helps contribute to the Program Outcomes.	Add notes if you need to provide more context.

Declaration and Authorisation

* indicates a required field

Declaration

The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I acknowledge that this is one-off grant funding.

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- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared.

Authorisation

I agree *

Yes

Name of authorised person *

Title First Name Last Name

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Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

Second Authorised Signatory

Name of second authorised person *

The authorised signatory has delegated authority to sign on behalf of the organisation and should be the General Manager, CEO or Executive Officer, President, Organisation Board or Committee of Management Chair.

Position Title of second authorised person *

Phone Number *

Must be an Australian phone number

Email of second authorised signatory *

Must be an email address

Applicant Feedback

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You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

How did you find the online application process?

- Very easy Easy Neutral Difficult Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60 mins

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.