

## 2022 Grants Program Terms and Conditions

### Advertising and promotion

All grant recipients are responsible for the promotion and advertising of their program or activity. Successful applicants will be sent an electronic toolkit, which includes the NSW Seniors Festival logo, branding guidelines, posters, web banners and communications templates to use in their promotions.

Grant recipients must use the official NSW Seniors Festival branding on all promotional and advertising materials relating to their grant-funded program or activity.

Grant recipients must register their programs or activities on the NSW Seniors Festival website.

### Funding requirements

Only one application for funding will be accepted per organisation per project. An organisation is permitted to apply for funding to run the same type of project in two or more separate locations. Example: An organisation holding an Expo in Coffs Harbour, Nowra and Orange is eligible to apply for project funding for each location.

Organisations must not use the money provided for the project, nor any interest earned on the money, for any other purpose beyond what is specified in the approved project description.

Up to 50% of catering will be funded in Category 1. Catering will not be funded in Category 2 and Category 3. Grant funding for Category 2 and 3 grants (amounts between \$1,001 and \$10,000) must be matched by 50% of your organisation's resources.

The grant recipient will take sole responsibility for the project. All projects must be located within NSW and must be conducted between 21st March – 8th of April 2022.

### COVID safe requirements

All grant recipients will be required to complete a [COVID-19 Safety Plan](#) for their planned activities. Recipients may need to register as a COVID Safe Business.

All grant recipients running face-to-face activities must abide to current NSW Health guidelines, provide hand sanitiser, and enforce social-distancing regulations, as well as any additional requirements as deemed necessary by the NSW Department of Health.

### Reporting requirements

Upon completion of the project, grant recipients must provide the Department of Communities and Justice ("DCJ") with a financial and evaluation report (completed online through SmartyGrants) by the date specified in their funding agreement. If an acquittal is not received by the due date, DCJ may deem the project not to have taken place and may request that any funding that has been provided is repaid within 28 days.

### Public liability insurance

Your organisation must be covered by Public Liability Insurance. If your organisation is not covered, you will need to approach another organisation to sponsor your application so that your project will be covered under their Public Liability Insurance (such as your local council). DCJ requires a minimum of \$20 million public liability insurance.

## Making your project accessible

Organisers should try to make their program or activity as accessible as possible, including to older people and people with disability. View the Australian Network of Disability's [simple checklist](#).

## Disclaimer

Submission of an application does not guarantee funding. Previous successful applications are not guaranteed funding.

DCJ accepts no responsibility for the program or activity, irrespective of the funding provided by the agency to support the program or activity, and irrespective of its listing on the NSW Seniors Festival website or other DCJ publications.

Organisations are responsible for meeting their duty of care and all other obligations to program or activity participants, volunteers and other stakeholders. Project organisers should give due consideration to the safety of any children, young people or other vulnerable people involved in their program or activity.

The [Office of the Children's Guardian](#) can provide advice on child safety. Organisations who do not usually work with children or young people should consider partnering with an organisation or other stakeholder who does have expertise in child safety.

## Privacy Policy

The NSW Government will collect and store the information you voluntarily provide to enable implementation of this grant program. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

The NSW Government is required to comply with the Privacy and Personal Information Protection Act 1998. The NSW Government collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Applicants must ensure that people whose personal details are supplied with applications are aware that the NSW Government is being supplied with this information and how this information will be used.

## Disclosure of Project Information

Should your application be successful, the NSW Government may wish to provide certain information to the media and Members of Parliament for promotional purposes. This information will include your organisation and project name, project description, electorate, town, and the grant amount.

By disclosing information about your organisation and/or sponsoring organisation in this application, you give permission for the information to be used by the NSW Government for the promotion of projects and programs to the general public, events and related activities.

## Government Information (Public Access) Act 2009

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of the Government are subject to the provisions of the *Government Information (Public Access) Act 2009*. Under some circumstances a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.