

# Reducing Social Isolation for Seniors Grant Program – Round Three

## Frequently Asked Questions ‘FAQs’

August 2022



# Introduction

Prior to starting your application, please review this document in conjunction with the Reducing Social Isolation for Seniors Grant Program Round Three - **Grant Guidelines**

Please find below answers to most frequently asked questions about this grant program.

## Completing your Application

### Q: Does my organisation require an ABN?

Yes. Your organisation should have an ABN to apply for this round.

If your organisation does not have an ABN, you will need to partner with an organisation and complete a subcontracting agreement with an incorporated organisation with an ABN. That organisation may apply for funding on your behalf. Refer to section 2 of the Reducing Social Isolation Round Three Program - Grant Guidelines

### Q: Our organisation is not incorporated. Is there any way we can apply for funding?

All applicant organisations must be incorporated and/or fit into the one of the types of organisations listed in the Grant Guidelines. For more information about becoming incorporated, call the registry of co-operatives and associations at NSW Fair Trading on 1800 502 042.

If you have an ABN, you can check your incorporation status at [abr.business.gov.au](http://abr.business.gov.au).

If your organisation has a subcontracting agreement with an incorporated organisation, that organisation may apply for funding on your behalf. For more information on subcontracting arrangements please refer to the Not-for-profit Law website provided by Justice Connect at [www.nfplaw.org.au/subcontracting](http://www.nfplaw.org.au/subcontracting)

### Q: Can not-for-profit groups make a joint application?

An application must be made by a single organisation that will accept responsibility for the delivery of the project if the application is successful.

### Q: Where can we access the application form?

Applications will only be accepted that are submitted via the SmartyGrants website. If you need assistance with this process please refer to the question below Q: Is there support available to help me apply or answer questions?

### Q: Can I review the application form before starting my application?

Yes, when you log on to SmartyGrants portal and view the application you can also choose to download as a PDF to review whenever you like. You can also preview the form online.

Please note that PDF copies of application forms do not show which questions are conditional, so you may see questions that do or do not apply to your organisation.

### Q: What is the application process?

Applications will initially be reviewed by the DCJ eligibility team for general eligibility and compliance with guidelines.

Applications will then be subject to the assessment process.

Applicants will be formally notified in October 2022 on whether their application has been successful. It is an applicant's responsibility to ensure all contact details are up to date.

Date	Event
15 August 2022	Grant applications open
19 September 2022	Grant applications close
September/October 2022	Assessment of grant applications by DCJ and Assessment Panel
October 2022	Notice and feedback to all applicants and public announcement of grant recipients by Minister for Seniors (at which point successful applicants can make their own announcements)
November 2022	Contracting with successful applicants and project payment
November 2022	Project implementation period commences
November 2023	Project completion
January 2024	Final Report and Financial Acquittal due to DCJ

## Funding

### Q: Can I apply for more than one funding category?

Yes - you can apply for more than one funding category; however you will need to complete and submit a second application.

### Q: Can funding be paid for a project that has already started or been completed?

No, projects that have already started or are completed will not be funded.

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## Funding

### Q: How do I demonstrate Category 1 Innovation of a new project?

Innovation can be demonstrated by designing projects that give seniors different opportunities to become engaged in the community via various activities including the business, academic or creative sectors.

You may also wish to design the program so seniors are able use their strengths to give back to the community or promote engagement via a mentoring program. Activities should bring people together in a constructive way to reduce the social isolation of seniors and enhance community engagement.

### Q: How do I demonstrate Category 2 Enhancement and Expansion for a current project?

Expansion and enhancement of a project can be demonstrated through expanding or targeting a different cohort group or geographical area as well as:

- building upon the existing framework and design of program
- adding additional events and/or activities to the current program
- increasing more seniors in the community or linking with other groups
- building on skills and the self-confidence of the seniors via mentoring and/or volunteering

### Q: Under Category 3 Local Councils, can I subcontract the work out to other smaller providers?

It is preferred that if you are successful with securing funding under Category 3, you work with subcontractors to execute the agreed project. As the Local Council, you will be solely responsible for that project and are required to manage it. You will also need to notify Department of Communities and Justice your subcontractor arrangements.

### Q: What is subcontracting?

In simple terms, for the purposes of these grants “subcontracting” refers to an arrangement between your organisation and one or more other organisations/individuals (referred to as “subcontractors”) to assist your organisation to provide services funded through your grant. In some cases all the service delivery may be undertaken by the subcontractor.

Examples could include:

- Service delivery provided in partnership between one or more organisations: As DCJ will only provide a grant to a single organisation for a particular activity, organisations can work together through one ‘lead organisation’ using subcontracting arrangements between them. The ‘lead organisation’ would be the one to apply for funding.
- Eligible providers making an application on behalf of one or more subcontractors: An eligible

organisation can apply on behalf of one or more organisations/individuals who would otherwise be ineligible for grant funding, as long as appropriate subcontracting arrangements are in place.

A subcontracting arrangement requires the eligible organisation to enter into an agreement with the subcontractor to conduct the work, but the applicant (lead) organisation will retain the contractual obligations to DCJ under the Grant Funding Agreement for delivery and accountability.

For this reason, it’s important you carry out the necessary due diligence before entering into such an agreement and applying for a grant on one or more subcontractors’ behalf.

Responsibilities of the applicant organisation include:

- Completing and submitting the application form and providing its own bank account details and authorised signatories (rather than those of any subcontractor/s)
- Accepting grant funding on behalf of the subcontractor/s
- Providing grant monies to the subcontracted organisation in accordance with the details provided in the application
- Providing project management assistance to the subcontractor/s
- Providing any required reporting and financial acquittals

If your application for grant funding is approved you will need to seek formal permission in writing from DCJ to enter into subcontracting arrangements using one of the <https://www.facs.nsw.gov.au/providers/working-with-us/fcm-resources/subcontracting/chapters/how-to-obtain-written-consent>, unless you have already done so in relation to other DCJ funding.

### Q: Is subcontracting the same as auspicing?

Auspicing” is a form of subcontracting. Please note the term “subcontracting” is used for the purposes of this grant program.

Please note that even if your organisation already has a formal auspicing 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 at:

<https://www.facs.nsw.gov.au/providers/working-with-us/fcm-resources/subcontracting/chapters/how-to-obtain-written-consent>, should your application be successful.

### Q: Can we use funding for wages and salaries?

No, except in three cases that include:

- You intend to hire or contract one or more new staff members to work on the project.
- You intend for an existing staff member to work additional hours/days to work on the project.

- An existing staff member will be assigned to the project and working the same hours as before; however, their prior duties have been significantly reduced to match the time now devoted to the project. In this case, DCJ may require written evidence that these duties have changed (in the form of copies of old and new position descriptions).

## **Funding**

### **Q: Does the program support projects that bring older people together online, by phone or in virtual chatrooms?**

Unless there is health order issued by the NSW Government due to COVID-19, programs should be face to face to encourage social interaction to best ensure outcomes for seniors

### **Q: Does having more participants mean that I may have a better chance with securing?**

Not necessarily. The objective of the program is to reach and engage seniors and is based on the identified needs of seniors in your community rather than the number of people. However you will need to engage the minimum number of participants for each project depending on the funding category and the amount awarded. The following table is a guide.

Category	Funding range	Minimum number of participants*
1	\$20,000	40
2	\$30,000	60
3	\$50,000	100

\* Proposed numbers are a guide only and are based on a costing of approximately \$500 per person for the total grant value (e.g. a \$20,000 grant would be seeking participation of at least 40 older people).

### **Q: Do we need to provide quotes for the project?**

It is preferred that at least one quote is uploaded per line item for purchases of goods or services in your budget to substantiate the funding amount requested. Quotes should align with and substantiate information provided in the project budget.

### **Q: Can value-in-kind be considered as funding contributed by a not-for-profit organisation?**

Yes. Donated materials and contributions by paid staff and volunteers of the organisation are allowed as part of the not-for-profit organisation's contribution to the cost of a project. The estimated value of these contributions should be provided in the project budget.

### **Q: Should my grant application include GST?**

Your funding request should exclude any GST that you will be charged by contractors or suppliers as part of the cost/delivery.

If your application is successful and your organisation's ABN is registered for GST, you will be paid GST on top

of the approved grant amount. If your organisation ABN is not registered for GST or you do not have an ABN, you will only be paid the approved grant amount.

### **Q: Will all applications receive funding?**

Submission of an application does not guarantee funding and the cost of preparing an application is the responsibility of the applicant.

### **Q: How do we receive funding if successful?**

Successful applicants are required to return a signed Grant Funding Agreement, once received payment will be paid.

A Grant Funding Agreement can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution if you are a not-for-profit organisation, or the General Manager or delegated officer if you are a council. Please refer to the following for further details <https://www.facs.nsw.gov.au/providers/working-with-us/procure-and-contract/authorised-signatories>

Please note, you must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in your application form. You must contact [SPC-GrantsHub@facs.nsw.gov.au](mailto:SPC-GrantsHub@facs.nsw.gov.au) immediately if these details change.

It is your responsibility to ensure staff availability to complete and sign documents, to carefully read the terms and conditions and signed Grant Funding Agreement using the correct authorised signatories.

Once we receive your signed Grant Funding Agreement via DocuSign, it will be countersigned and returned to you via email.

## **Eligibility & Assessment**

### **Q: Who is eligible to apply?**

The Reducing Social Isolation for Seniors Program – Round Three invites applications from:

- Incorporated not-for-profit community organisations
- Other organisations or government agencies that are formally partnering with a not-for-profit organisation.
- NSW local council operating under the *Local Government Act 1993*.

For the purposes of this grant program, 'incorporated not-for-profit community organisations' include:

- incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
- not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)

- associations (registered under the Associations Incorporation Act 2009 with NSW Fair Trading)
- NSW Local Aboriginal Land Councils
- religious organisations operating in NSW
- NSW non-government organisations established under an Act of Parliament.

Applications will not be accepted from organisations that have outstanding acquittals with DCJ.

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## **Other requirements**

### **Q: What reporting will be required?**

Successful applicants will be required to submit a simple financial acquittal in January 2024. An officeholder in your organisation will be required to certify that the grant funds have been expended as per your financial acquittal.

It is a program requirement that all financial records related to grant expenditure and acquittal be retained by the committee of the organisation for seven years. If the committee changes, these documents must be forwarded to the new incoming committee.

Financial records could be proof of payment for all purchases or hiring copies of receipts, statements of account or invoices marked 'paid'. Importantly, these documents must have been produced by your supplier (i.e. internal documents from your organisation showing payments are not acceptable) and show that they have accepted payment. If you are unsure of which documents to retain please contact the DCJ Seniors team at [Seniors@fac.s.nsw.gov.au](mailto:Seniors@fac.s.nsw.gov.au)

### **Q: What insurance coverage is my organisation required to maintain?**

Your organisation is required to provide a valid Certificate of Currency for Public Liability Insurance with a minimum cover of \$20 million in your organisation's name, which you will upload as part of your application. Your organisation must also retain any other insurance required under Commonwealth and NSW law for the performance of its activities funded by this grant, if successful.

Your organisation is responsible for ensuring it has appropriate and current insurance coverage in place to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under its Grant Funding Agreement, which includes activities carried out by any other individual or organisation that you may subcontract.

### **Q: If I am successful, am I expected to commence the project straight after the contract has been signed?**

Yes it is expected that if you are successful that you will need to commence the project as per the dates recorded in your contract to ensure you deliver it on time

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## **After applications close**

### **Q: Will late applications be accepted?**

No. Applications that are late or incorrectly filled out or incomplete will not be accepted.

### **Q: What happens if situations change and we wish to change the details of our program after we receive funding?**

We understand at times providers may need to make changes based on changed circumstances - minor changes to proportions of funding devoted to each type of expense can be made without seeking approval from DCJ.

We would encourage fund recipients that face an unexpected underspend or overspend in a particular area to offset this with higher or lower spending in another area.

However, any major variations to the approved purposes outlined in your original application form on SmartyGrants must be formally requested and approved in writing before any related work takes place, as your application form will form part of your legally binding Grant Funding Agreement with DCJ. Failure to do so may result in you being required to return the grant monies in full.

To discuss a variation, please contact the Grants team by email at [SPC-GrantsHub@fac.s.nsw.gov.au](mailto:SPC-GrantsHub@fac.s.nsw.gov.au)

### **Q: Why was my application not successful?**

If your application is not successful, it does not mean your application is without merit. Funding is limited and not all applications are successful. Due to the high volume, the Grants team is unable to provide individual feedback on each unsuccessful application

### **Q: Is there support available to help me apply or answer questions?**

The DCJ Grants team can assist organisations with any queries regarding the application process. Organisations can contact the Grants Team at [SPC-GrantsHub@fac.s.nsw.gov.au](mailto:SPC-GrantsHub@fac.s.nsw.gov.au), please quote your Application ID in all correspondence.



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