

COMMUNITY CONNECTS GRANT: APPLICATION GUIDELINES 2017/18

The Community Connects grant assists councils and communities to plan or to implement Age-friendly Communities in accordance with the *World Health Organisation's (WHO) Global Age Friendly Cities: A Guide*. The fund targets projects that promote the inclusion and contribution of older people in community life, and support their community to prepare for an ageing population.

We offer grants up to \$15,000, from an annual budget of \$100,000. There are up to two grant rounds each financial year. The next grant round opens on 7 March, 2018.

The final date for applications is 6 May, 2018. Late applications will be considered as part of the November grant round.

The Community Connects grant application is available at www.superseniors.msd.govt.nz. For more information or assistance with your application, contact us at Community_Connects@msd.govt.nz.

AGE-FRIENDLY COMMUNITIES

An Age-friendly Community anticipates and responds to the needs of its ageing population, and promotes the inclusion and contribution of older people in all areas of community life.

The Community Connects grant's objectives are to help councils and communities to:

- plan for population ageing
- incorporate ageing objectives into council plans and documents
- identify and implement local solutions to create Age-friendly Communities
- improve the accessibility of community facilities so as to increase their use by older people
- develop a whole of council and community approach to population ageing
- increase sustainability of Age-friendly Community approaches

We will showcase projects that receive grants on the SuperSeniors website and in materials to promote planning and implementation for population ageing.

COMMUNITY CONNECTS GRANTS

Councils, community organisations, and registered not-for-profit organisations can apply for a Community Connects grant.

- The organisation must be a legal entity in New Zealand.
- Applications from organisations other than a council must demonstrate they have support of their City or District Council.
- The person who makes the application must be authorised to do so on behalf of their organisation.
- The organisation must not have received a Community Connects grant in the past two years.
- The applicant must not have any outstanding financial accountability, service delivery or performance issues for funding previously provided by the Ministry of Social Development.

Businesses and individuals are not eligible for a Community Connects grant.

GRANTS AVAILABLE

The fund has an annual budget of \$100,000. You can apply for a one-off grant of up to \$15,000.

- Requests for over \$10,000 must involve a larger scale project or a regional Age-friendly Community consultation and development of an action plan.
- Smaller scale community projects may apply for a contribution of \$5,000 to \$10,000.

Ideally you should demonstrate you have funding or in-kind contributions from other sources. (These should also be clearly identified in your application's budget and any reports).

ELIGIBLE PROJECTS

You can apply for funding to either:

- start development of an Age-friendly Communities Plan, or
- implement an Age-friendly Community project.

PLANNING FOR AGE-FRIENDLY COMMUNITIES

We want to support councils and communities to develop an assessment or plan in order to enable seniors to age in place and facilitate the creation of Age-friendly Communities. Projects may include:

- Development of a local Age-friendly assessment or action plan
- Creation of specific plans and/or policies that address one or more of the eight community components (see WHO's Global Age-friendly Cities: A Guide)
- Engagement of seniors in planning activities
- Adding an Age-friendly lens to existing plans or policies, (such as: community or neighbourhood plans, design guidelines, and community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.).

IMPLEMENTATION OF AGE-FRIENDLY COMMUNITY PROJECTS

We want to support councils and communities to implement projects that enable seniors to age in place and facilitate the creation of Age-friendly Communities.

Applicants applying for funding to implement a project must demonstrate that they have completed an Age-friendly assessment or action plan, or that their council is committed to Age-friendly planning principles. Projects may include (but are not limited to):

- support for people with dementia
- increasing community accessibility (transportation, housing, services)
- recreation and healthy living activities and/or referral and support to connect seniors with recreation and healthy living services.
- community gardens and healthy eating.
- health literacy and promotion (e.g. workshops, guides, etc).
- intergenerational projects.
- promotion of Age-friendly business practices
- reducing social isolation / loneliness
- innovative solutions.

All funded activities must take place within twelve months of the Letter of Grant being signed.

The following activities are **not** eligible for funding:

- projects that cannot demonstrate benefits for older people and their participation in the community
- existing programmes, projects, products or services
- activities that are legislative responsibility of a council
- recurrent or retrospective funds – this includes enhancements to existing work or programs, the reimbursement of costs already incurred or expended, and any projects or activities that have taken place prior to the application being approved. No component of the project, or related activities, that take place prior to receiving funding approval will be eligible for funding
- any salaries or wages for permanent or existing staff
- recurring maintenance or operational costs of existing programs or facilities
- international travel
- training or professional development activities
- activities that involve commercial ventures for personal gain or fundraising activities
- the purchase of vehicles or similar depreciable assets
- general operational expenses
- funding solely for the purposes of designing/planning work or concept plans
- projects that are funded by or duplicate an existing government programme or service
- fundraising activities
- new capital works or upgrades to existing infrastructure such as construction costs, building repairs or alterations.

THE APPLICATION PROCESS

There are up to two grant rounds each financial year. The next grant round opens on 7 March, 2018. Applications must be made using the Community Connects application form available from available at www.superseniors.msd.govt.nz

Email your completed form to Community_Connects@msd.govt.nz

The closing date for applications is 6 May, 2018. Applications received after 6 May will be considered for the November grant round.



EVALUATION

Applications will be evaluated by a panel. The panel will use the evaluation criteria and weightings in the table on page 5. We may grant all or some of the funding requested, based on a project assessment, and on availability of funds.

INNOVATION

Providers may have new and innovative ways to deliver against the specifications. The agency will accept alternative proposals on this basis.

CRITERIA	WEIGHTING
<p>Focus and Impact</p> <ul style="list-style-type: none"> • How does this planning initiative or community project address an identified need in the community? • How does the project include a range of Seniors communities, such as Maori? • What is the geographic area covered by the project and number of people involved? • How has the application demonstrated the potential for a lasting impact on communities resulting from the project / initiative? 	20%
<p>Quality</p> <ul style="list-style-type: none"> • To what extent is there a clear plan to assess impact and success of the project? • How will the project be sustained over time? 	10%
<p>Engagement/Partnership</p> <ul style="list-style-type: none"> • Does it authentically involve the participation of older adults in all aspects of decision making and development? • How have they shown their support? • To what extent will the project involve working cooperatively with groups, organizations, associations and council that have a stake in addressing the issue? • Have you identified partners and described their roles? • What are the identified partners contributing to the initiative / project? 	30%
<p>Project Activity</p> <ul style="list-style-type: none"> • Provide a clear description of the work that will be undertaken including by when, how and who • How have you shown that your proposed project is timely and likely to succeed • How have you shown that your organisation has demonstrated sufficient capacity to support the project 	30%
<p>Financial Feasibility</p> <ul style="list-style-type: none"> • The budget is realistic in terms of proposed activities and planned results, and demonstrates efficient use of resources. • Identification of financial or in-kind support provided by other partners. 	10%

DUE DILIGENCE

Successful applications will be subject to due diligence, including:

- a. verification of legal entity status
- b. identification of any outstanding approvals, remedial actions or other areas of concern
- c. past performance
- d. reference checks

NOTICE OF DECISION

All applicants will receive written notice of the Evaluation Panel's decision as well as the terms and conditions of any grant awarded. Grants over \$10,000 are awarded in two payments: 70% at the approval of the project and 30% when the project is complete and Office for Seniors has received the required final report and financial summary.

Grants will be announced on 15 June, 2018.

GRANT RESPONSIBILITIES

Approved applicants are responsible for:

- proper fiscal management, including acceptable accounting records
- final reports
- providing administrative support for workshops and community consultation
- funding the professional publication of their Age-friendly communities report
- circulating the report and/or communicating the findings to the community
- identified actions to become a more Age-friendly community.

The final report must include a summary of the activities undertaken, outline of the outcomes achieved, and an income and expenditure statement. Information gathered from all reports will be used to evaluate the Community Connects Grants Programme, to satisfy the Office for Seniors reporting requirements and for promotional purposes by the Office for Seniors.

CHANGES TO FUNDED ACTIVITIES

Once grants are made any changes or variation to planned activities must be approved by the Office for Seniors.

EXTENSIONS

All funded activities must take place within twelve months of the Letter of Grant being signed. Requests for extensions must be in writing and approved by the Office for Seniors.

PERSONAL INFORMATION

Any personal information you provide will be managed in accordance with the Privacy Act 1993. You can request access to your personal information from the Office for Seniors.