



Government of **Western Australia**
Department for **Communities**
Seniors and Volunteering

AGE FRIENDLY COMMUNITIES LOCAL GOVERNMENT GRANTS PROGRAM 2010

UP TO \$8,000 (Excluding GST)

Guidelines and Application Form

Close Date: **5:00PM FRIDAY 30 APRIL 2010**

Please note, applications for funding must be made using the prescribed application form available from the Department for Communities. Completed application forms must be forwarded to the Non Government Funding Unit, Department for Communities. Late applications will not be accepted.

FOR FURTHER INFORMATION

Telephone	08 6217 8400
Freecall	1800 281 116
Facsimile	08 9481 3074
Email	grants@communities.wa.gov.au
Website	www.communities.wa.gov.au

Guidelines and Information for Applicants

What is an Age-Friendly Community?

Active ageing is defined as “the process of optimising opportunities for health, participation and security in order to enhance quality of life of people as they age” [*Active Ageing: A Policy Framework, World Health Organisation (WHO), 2002*].

An Age-Friendly Community promotes active ageing.

An Age-Friendly Community is one which:

- Recognises the great diversity among older people
- Promotes their inclusion and contribution in all areas of community life
- Respects their decisions and lifestyle choices, and
- Anticipates and responds to ageing-related needs and preferences.

In an age-friendly community there is a culture of inclusion shared by people of all ages and ability levels. Policies, services and structures related to the physical and social environment are designed to support and enable people to age actively, that is, to live in security, enjoy good health and continue to participate fully in society.

The Age Friendly Communities Framework

The Age Friendly Communities Framework is an internationally tested framework which can be used to investigate and enhance the age-friendliness of a community. The Department for Communities supports an age-friendly approach as the most effective way to encourage seniors to stay connected and to participate in their community. Participation by seniors in the process is a core aspect to the framework. As local government authorities are best placed to explore the issues faced by seniors as they age, the Department is providing funding to WA local government authorities to assist them in adopting an age-friendly approach to their strategic planning.

There are two main phases in becoming an age-friendly community:

Phase One requires information gathering and analysis. **This phase requires a commitment from the Local Government Authority to implement the findings in their planning process**

Phase Two requires implementation of the findings from phase one into the local planning processes. This phase is not part of this current grant process.

In the first phase information is acquired about the eight essential features of an age-friendly city as follows:

1. Outdoor spaces and Buildings
2. Transport
3. Housing
4. Social participation
5. Respect and social inclusion
6. Civic participation and employment
7. Communication and information, and
8. Community support and Health Services.

Please consult 'Age Friendly Communities, A Western Australian Approach' at the Appendix for complete details.

Support to implement the project

A Reference Group will be established to help guide and support the project. The reference group will consist of people with expertise to ensure the integrity of the framework is upheld.

See Part 5 of the Application for details of Reference Group actions and responsibilities.

Who can apply?

Only Western Australian Local Government Authorities who attended a Preparing for an Age Friendly Communities workshop may apply for this grant. The Department will consider applications submitted jointly by Local Government Authorities to achieve economies of scale.

Local Government Authorities are encouraged to commit at least an equal amount of funding to the project either in kind or by additional financial contribution. Please see Part 5 of the Application form detailing your responsibilities.

Who cannot apply?

- Any Local Government Authority that has not attended a "Preparing for an Age-Friendly Community" workshop.
- Any Local Government Authority that has previously received an Age-Friendly Communities grant.
- Any Local Government Authority that has an outstanding acquittal and/or previous Department for Communities' program funding
- Federal and State Government agencies
- Individuals
- Not-for-profit organisations
- Commercial for-profit organisations.

What the grant funds will be used for

The funds will be used to:

- Facilitate the workshops or other data gathering process used to investigate the age-friendliness of the community among older people; carers of older people; and service providers (government, private and not-for-profit organisations that service older people)
- Conduct one-to-one interviews of key stakeholders if required
- Analyse the findings in relation to the eight main subject areas
- Write up a report at the completion of the workshops. **The report provided must include findings and analysis from the consultations.**
- The Local Government Authority submit to the Department for Communities a copy of the report and how they plan to implement the findings.

Assessment criteria

All applications will be assessed by an independent panel on the following criteria.

1. All sections must be completed. The panel may request further information.
2. The applicant is to demonstrate it is committed to becoming a more age-friendly community.
3. The applicant's contribution to the project, in kind or monetary.
4. How the applicant has confirmed its obligation to *act* upon the information obtained through the focus group workshops (or other data gathering process) and to develop a strategic plan incorporating the findings.
5. Ability to meet the timeframe.
6. Application has been submitted in full prior to the closing date, **5.00pm Friday, 30 April 2010.**

Acquittal process

At the end of the process you will be required to complete a report showing expenditure and outcomes. A template for this will be provided by the Department.

STEPS IN THE FUNDING PROCESS

Step 1

Discuss your project with an officer from the City of Melville if the matter relates to the Age Friendly Community Framework and/or an officer from the Department for Communities if the matter relates to the grant contract. Contact details are on the following page.

There is no question too big or too small!



Step 2

Complete the application form.



Step 3

Submit the application by **5.00pm 30 April 2010**.



Step 4

Applications are considered by a panel.
You may be required to provide further information to the panel.
Recommendations will be forwarded to the Minister for Seniors and Volunteering for approval.



Step 5

Applicants are notified of the outcome.



Step 6

Funds are distributed to successful applicants.

It is anticipated successful applicants will receive grant funds prior to 30 June 2010



Step 7

You run your project with support from the Reference Group!



Step 8



Complete an acquittal report and submit it to the Non Government Funding Unit, Department for Communities

For further information

If you require further information about the Age Friendly Communities Local Government Grants program or assistance in completing an application form, please contact:

Nicola Dunstone
Grants & Contracts Officer
**Non Government Funding Unit
Department for Communities**

Telephone: (08) 6217 8400
Freecall: 1800 281 116
Facsimile: (08) 9481 3074

Email: grants@communities.wa.gov.au

If you require general information about the Age Friendly Communities Framework please contact:

Trish O'Reilly
Manager, Policy
**Seniors Carers Volunteering
Department for Communities**

Telephone: (08) 6217 8500
Facsimile: (08) 9481 0441

Email: trish.o'reilly@communities.wa.gov.au

If you require further information about using the Age Friendly Communities Framework and benefits to Local Government Authorities, please contact:

Christine Young
Director Community Development
City of Melville

Phone: 9364 0604
Mobile: 0403 463 930

Email: christine.young@melville.wa.gov.au

Veronica Clarke
Neighborhood Development Coordinator
City of Melville

Phone: 9364 0664

Email: veronica.clarke@melville.wa.gov.au



AGE FRIENDLY COMMUNITIES LOCAL GOVERNMENT GRANTS PROGRAM 2010 APPLICATION FORM

PART 1 – LOCAL GOVERNMENT AUTHORITY INFORMATION

1.1 Local Government Authority Details

Name of Local Government Authority	Shire of Denmark		
Address	953 South Coast Highway, DENMARK WA		
Website	PO Box 183, DENMARK WA	Postcode	6333
Website	www.denmark.wa.gov.au		

1.2 Contact Person – responsible for the daily co-ordination of the project

Name	Dale Stewart
Position	CEO
Telephone	(08) 9848 0300
Mobile	0428 481 905
Facsimile	(08) 9848 1985
Email	ceo@denmark.wa.gov.au

1.3 Taxation details of the organisation managing the grant funding

ABN 24335062623

Is your organisation registered for GST?

Yes

No

Is your organisation not-for-profit

Yes

No

You must attach a copy of the Incorporation Certificate

PART 2 – AGE FRIENDLY COMMUNITY WORKSHOPS

2.1 Did you or someone from your organisation attend the Preparing for an Age Friendly Communities Workshop?

Yes

19 March 2010 in Albany WA

No

2.2 If no, before continuing with your application, please contact the Department for Communities to discuss.

PART 3 – PROJECT OUTCOME

3.0 Please outline the benefits of your local government becoming an Age Friendly Community (Attach additional pages if necessary)

The benefits of our local government becoming an Age Friendly Community are three fold:

1. The initiative will assist Council in defining the real needs and wishes of seniors in our community, so informed and appropriate service provision can be devised using the WHO guidelines in collaboration with other agencies, and in doing so review Council's existing, inadequate seniors' policies.
2. The process will be extremely timely and will inform the Council's proposed new Strategic Plan (2010 – 2029) in relation to seniors' needs, ensuring an appropriate philosophy towards aged people's services is adopted.
3. The results of the project will provide valuable, evidence based data to assist in the pursuit of further funding to implement programs and services for seniors in our community.

SEPERATE SHEETS ATTACHED – PLEASE READ *(detailed outline of benefits)*

PART 4 – TIMEFRAME

The following is the proposed timeframe of the Age- Friendly Communities project:

July - September 2010

- Establishment of the Reference Group members (See Part 5 for details of the Reference Group).
- Promotion of project throughout your community.
- Identification of key stakeholders for workshops and interviews.
- Scheduling of and invitations to the workshops.
- Conduct workshops and interviews.

October 2010

- Analysis of results of workshops and interviews (or other data gathering processes). Draft report/s for your organisation's consideration.

November 2010

- Finalisation of the report by the Reference Group.

June 2011

- Provide to the Department for Communities a report on how the Local Government Authority plans to implement the findings.

(This time table should be viewed as an optimal timeframe for the implementation of the Project, and may alter as the need arises and by agreement with the funding agent).

4.0 Will your organisation be able to follow the proposed timeframe?

Yes

4.1 If no, why not?

PART 5 – OVERVIEW OF ACTIONS

A Reference Group will be formed comprising senior staff from your organisation with other people with expertise to ensure the integrity of the framework is upheld. This will include ongoing liaison with the Department for Communities.

The Reference Group will:

1. oversee the coordination of the project.
2. oversee the information gathering process.
3. review the draft report/s.

Your organisation will be responsible for:

1. promoting the project within the region.
2. recruiting all participants as determined by the Reference Group.
3. bearing any additional costs and co-ordinating venues, facilities and refreshments.
4. providing general administrative support required for the workshops .
5. meeting the cost of publication of the report/s if necessary.

Upon completion of the project, your organisation will:

1. disseminate the results within your community.
2. respond to any measures identified to assist your community to be more age-friendly.

5.1 Will your organisation be able to meet the above requirements?

Yes

No

5.2 If no, why not?

PART 6 – FINANCIAL INFORMATION / PROJECT BUDGET

The grant money will be used to:

1. facilitate the workshops, or other data gathering process, as outlined in the Guidelines
2. conduct one-to-one interviews of key stakeholders if required.
3. analyse the findings in relation to the eight main subject areas as outlined in the Guidelines.
4. write up a report at the completion. The report provided must include findings and analysis from the consultations.

Any remaining grant monies may be used towards the following:

1. transport of participants to workshops if required.
2. sundry items such as stationery, transcribing, and/or hire of technical equipment to conduct the workshops.
3. any other costs associated with conducting the workshops and interviews as necessary.

Use the table below to show where the money for your project is sourced and how it will be spent. If you are getting funds from other sources to support your project, it is important you show evidence of where the money is sourced.

Step 1 – The cost of your project

(a) Age Friendly Communities Local Government Grants program
\$8,000 (Excluding GST)

(b) Other sources of funding (see Step 2 below).

\$8,000 (Excluding GST)

(c) Total project cost. (Add (a) and (b) together).

\$16,000 (Excluding GST)

Step 2 – Other funding bodies

Please list your organisation's cash and 'in-kind' contributions and what other sponsors/funding bodies you may have approached and whether their support is confirmed.

Activity	Amount	Funding Source
Information gathering and analysis, and report preparation	\$8 000 (Maximum)	Age Friendly Communities Local Government Grant - Department for Communities
Coordination and facilitation of focus groups and oversight of project	\$7,000 (Excluding GST)	Shire of Denmark
Venues, facilities and refreshments	\$1,000 (Excluding GST)	Shire of Denmark
TOTAL	\$16,000	

Step 4 - Bank Account Details

ORGANISATION NAME Name of <u>Incorporated Organisation</u> applying for funding	Shire of Denmark								
NAME OF BANK	National Bank								
SUBURB	Denmark WA								
BRANCH CODE / BSB	086	595							
BANK ACCOUNT NAME The name of the organisation receiving funding	Shire of Denmark Municipal Fund								
ACCOUNT NUMBER Up to 9 digits - do not include BSB Code	5	0	8	3	1	5	1	2	6

STOP!

Before you sign the declaration – please ensure that you have;



Read the guidelines and terms and conditions.



Completed all sections of the application form



Retained a copy of your application.



Attached other supporting material. Please list:

- Letter of support – Denmark Over 50s Association**
- Letter of support – Denmark Health Service**
- Letter of support – Amaroo Village**

PART 8 - DECLARATION

This Declaration is made by the applicant (an eligible local government authority) or an appropriate sponsoring body on behalf of the applicant:

- I declare that I am currently authorised* to sign legal documents on behalf of the organisation.
- I declare that all the information provided is true and correct.
- I give permission to the Department for Communities, if applicable, to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies, as appropriate.
- If a Grant is provided I am aware the Grant Terms and Conditions as outlined in the Guidelines will apply to ensure projects are appropriately completed and accountability requirements are met.
- If the Age Friendly Communities Local Government program – Grant funding is provided, I agree to ensure that appropriate insurances are in place (eg. workers compensation, volunteers, professional indemnity, public liability, motor vehicle etc).
- I agree to run the project as stated, and provide a final acquittal report (signed by an office bearer) and Statement of Financial Income and Expenditure to demonstrate how the Grant funds were utilised to the Department for Communities, within **eight weeks** of completion of the project and that the final report will need to demonstrate achievement of the project aims and objectives.
- I declare that the organisation is financially viable and is able to meet all accountability requirements.

* **IMPORTANT: The application must be signed by the person legally able to enter into contracts on behalf of the organisation. For incorporated organisations this is generally the Chairperson, President or equivalent officer. For Local Government Authorities this is generally the Chief Executive Officer. The application may be signed by a formally authorised delegate, according to the organisation's constitution or as bound by law.**

Organisation Name	Shire of Denmark
Address	South Coast Highway, DENMARK WA 6333
Legal Authorising Officer	Dale Stewart
Telephone Number	(08) 98480300
Contact Officer	Dale Stewart
Telephone Number	(08) 98480300
Email Address	ceo@denmark.wa.gov.au

Signature	
Name	Dale Stewart
Date	21 April 2010
Witness	
Name	Claire Thompson
Date	21 April 2010

Please post your completed application form to:

Grants & Contracts Officer
Non Government Funding Unit
Department for Communities
Level 7, Dumas House
2 Havelock Street

SECTION 3: PROJECT OUTCOME

3.0 Please outline the benefits of your local government becoming an Age Friendly Community (Attach additional pages if necessary)

- **Location and Demographics**

Denmark has a population of approximately 5,400 and is located on the south coast of Western Australia approximately 50 kms west of Albany, the closest regional service centre, and 430 kms south of Perth. The Shire has an area of 1843 sq kms extending 70 kms in an east-west direction and 30 kms north-south. The town centre is located approximately 10 kms west of the eastern boundary of the Shire. A large proportion of the population of the Shire of Denmark resides to the west of the Denmark Township and therefore is more remote from the services of the Denmark Township and Albany.

Statistically, Denmark has the second highest mean age in Western Australia with a total senior population of 33.4%. There are 764 people between the ages of 55 – 65 (16.9%), whilst 65 yrs plus constitute 16.4% (741) of the local population; a total of 1,505 people over the age of 55 years.¹

The Department of Planning's 'Western Australia Tomorrow' (2005) publication, projected future population growth for all LGA's estimating Denmark's growth in the table below:

Denmark	2004	2006	2011	2016	2021
Total Population (estimate)	5200	5400	6100	6800	7300

As the population of Denmark increases, which it is estimated to do by approximately 1,900 people by 2021, the number of seniors (aged) in our community will also exponentially increase to approximately 2,430 by then², placing more demands on services and particularly those provided by local government.

- **Within the Great Southern region:**

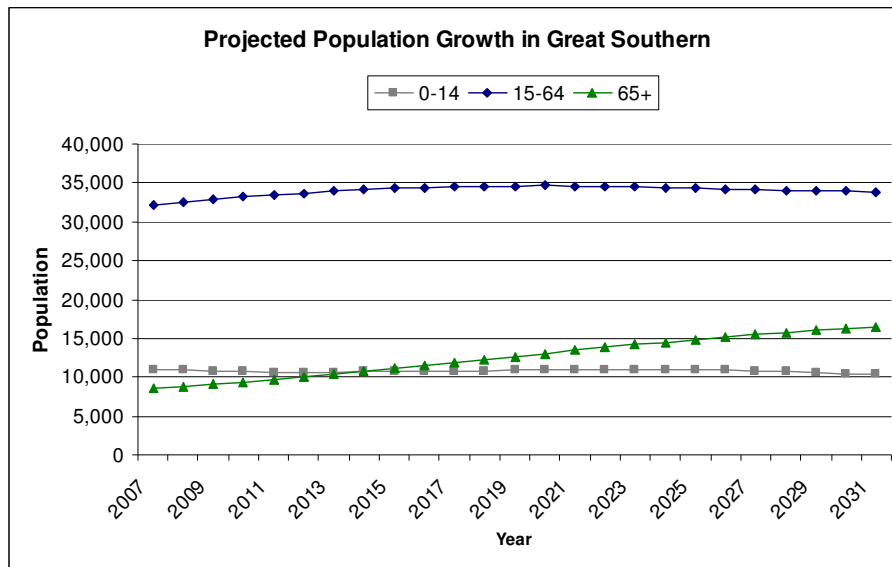
The Great Southern region has a larger 65+ age group, than any other region in Western Australia. The median age figures according to the ABS, in 2006, were higher for the region than the state (median age of 39.4 for the Great Southern and 36.6 for all of Western Australia). It is estimated that by 2021 the 65+ age group will double³

Denmark has the highest average annual growth rate in the Great Southern region projected from 2004 to 2031, across all age groups (*Western Australia Tomorrow, Population Projection for Planning regions, DPI 2005*):

¹ ABS statistics: Denmark, Census 2006

² 'Western Australia Tomorrow' 2005: Department of Planning and Infrastructure

³ WACHS Great Southern Clinical Services Plan: June 2009



This graph shows that the majority of the growth is in the 65+ age group. The population in this age group is expected to double from 8,500 to 17,000 by 2031.⁴

As Denmark's population is aging faster than most municipalities, due to the 'sea-tree change' baby boomer phenomenon, it hasn't gone unrecognised by renowned author and demographer Bernard Salt. He has listed Denmark as one of the growth areas 'needing to bear the burden of baby boomers and internal 'migrants' moving to their 'sea-tree change' over the next decade'.⁵

Tourism

Denmark is known predominantly as a tourist town, catering for a growing market of 'baby boomers' and retirees who are travelling inter-state, intra-state and from overseas. The results of the visitor survey conducted by the Denmark Visitor Centre in January 2009 show that the majority of visitors have a positive experience of the region. An overwhelming majority (94%) would recommend Denmark as a holiday destination, and over two-thirds (70%) would consider re-visiting the area in the future. Almost two-thirds of visitors (59%) had in fact visited the area in the past.⁶

These results demonstrate that the Shire's unique tourist features continue to play an important role in attracting visitors to the region and increased opportunity for local businesses to enhance the tourist experience, and perhaps focus on the needs of senior travelers/tourists such as 'grey nomads' as a future niche market.

- **Policy**

Denmark Council is preparing a new Strategic Plan (2010 – 2029) for the Shire, and this process will inform a Seniors Policy, into which the Denmark Seniors Committee has already provided considerable input towards Denmark becoming an Age Friendly Community. The

⁴ WACHS Great Southern Clinical Services Plan: June 2009

⁵ B. Salt Big Shift (2001) bsalt@kpmg.com.au

⁶ L. Lyons, VCKit Analysis Denmark Visitor Centre (January 2009) 21 April 2009

policy affects the way seniors activities, interests and concerns are considered and implemented and it is anticipated that increased leverage for services and resources to address the needs of seniors in the community will eventuate.

Housing, transportation, civic participation, aged and disability access to public spaces and buildings, improved communication techniques and public health and safety issues are recognised by the Council as integral to implementing age friendly services. The Age Friendly Communities model will greatly assist our local government in enabling 'best practice' solutions in addressing these issues. Denmark Shire will work in collaboration, where appropriate, with other service providers for the aged *e.g. Denmark Health Service, Department of Health and Ageing, Department of Veterans Affairs, community educational organisations such as TAFE, University of Third Age and WA Telecentre Network*, to assist our community to become the first WHO Age Friendly Community in the Great Southern, particularly given Denmark's demographics show a higher percentage increase than any other community in the region.

Previous Experience with WHO Frameworks

Denmark is the only World Health Organisation (WHO) designated Safe Community in Western Australia which addresses local community safety, injury and crime prevention issues whilst continuing to work within the WHO International Safe Community guidelines.

The role of the Denmark Safe Community Committee is to provide a forum for local agencies and individuals, concerned with community safety, to collaborate in disseminating information, addressing specific safety and crime prevention issues and planning activities and programs to assist in maintaining Denmark as a Safe Community. Seniors' safety interests are integral to the Safe Community agenda with specific focus on injury prevention in areas such as falls and accidents within the home.

Knowledge and experience in implementing projects within the WHO framework will 'value-add' to existing community development and inform the Age Friendly Community agenda within the Shire.

- **Community Support and Future Considerations**

There is existing support from the Denmark Seniors Committee, the Denmark Disability Services Committee and an active Over 50's Association with a 163 strong, current membership. Other organisations such as the Denmark Health Service and Amaroo Village (*retirement accommodation providers in town*), including a number of other community groups and not-for-profit organisations, are keen to lend support for this initiative. Members from these interest groups will become representatives on the AFC Reference Group, once funding has been secured to perform the consultations.

In order to effectively plan for the future and adequately provide the growing population of seniors with the services they need and deserve, the Denmark Council is keen to support seniors to be able to 'age well' in their home town, and is committed to addressing the concepts outlined in the Age Friendly Communities project with a view towards establishing an '**Age Friendly Denmark**' by 2016.

