



# Seniors Celebration Donation Guidelines

*Dedicated to a better Brisbane*

These guidelines are for the Seniors Celebration Donation.

## Contents

Introduction .....	1
Eligible applications .....	1
Funding available .....	2
Financial arrangements.....	2
Application process .....	2
Online applications .....	2
Mailing or delivering an application.....	2

## Introduction

This funding recognises the valuable contribution that seniors make to the City of Brisbane and its community life.

Donations are available to assist with the following activities:

- social outings and bus trips for Brisbane seniors; or
- the cost of celebrations such as Christmas parties for Brisbane seniors.

## Eligible applications

These donations are available to clubs and groups providing activities for seniors that are not funded by other sources. Seniors groups that are part of other organisations can also apply.

Only one application per group will be considered.

The donation is not available for activities that have already taken place.

Eligible clubs and groups must have a current operational bank account. Donation payments cannot be made to individuals. If your club does not have a bank account you will need to arrange for another organisation to sponsor your activity. If you make such an arrangement please attach to your application a letter from the sponsoring organisation that confirms their willingness to sponsor your activity.

The meeting location for organisations, clubs and groups must be within the Brisbane City Council Local Government area to be eligible for this donation program.

## Funding available

The donation amount available for trips and celebrations depends on the level of demand for donations. Donations may range from \$100 to \$300 depending on the number of applications received. Applications will be prioritised as follows:

- priority 1 - groups run by seniors for the benefit of seniors
- priority 2 - community groups supporting seniors
- priority 3 - hobby and recreation groups that have senior members
- priority 4 - welfare services for seniors.

The number of participants will also be considered in the allocation of donation amounts.

## Financial arrangements

Donations will be paid to successful applicants by way of an Electronic Funds Transfer (EFT) to the applicant group's bank account. If applicants prefer to receive a cheque they should indicate by ticking the box on the application form.

Applicant organisation's bank account details need to be provided on the application form – or those of the sponsor organisation if one has been nominated.

## Application process

You can apply for a donation online, send an application by mail, or hand deliver it.

### Online applications

Council's preferred submission method is our online application form.

The online application system allows you to save, develop and print out your application before you submit it. Support material can also be attached to your online application.

Applications for this donation are currently closed.

### Mailing or delivering an application

Printed copies of application forms are available on request. Phone Council on 07 3403 8888.

If you are deaf or find it hard to hear, or speak to, people who use a phone, contact us through the National Relay Service (NRS). Depending on your hearing and speech, and the equipment you have, you can choose from different relay call types.

- Voice Relay - Phone 1300 555 727 then ask the Relay Officer to dial 07 3403 8888
- Speak and Read (TTY) - Phone 133 677 then ask the Relay Officer to dial 07 3403 8888
- Video Relay (to sign your conversation and use an Auslan interpreter)
- If you require this information in other languages, phone the Translating and Interpreter Service (TIS) on 131 450 and ask to be connected to Brisbane City Council on 07 3403 8888.

Applications should be typed or hand written in block letters.

Applications may be mailed or hand delivered.

**Postal address:**

Brisbane City Council  
Lifestyle and Community Services  
Grants Team  
GPO Box 1434  
Brisbane Qld 4001

**Hand delivery address:**

Brisbane Square  
Library and Customer Centre  
Customer Service Counter  
266 George Street  
Brisbane Qld 4000

To prevent any delays in receiving and processing your application before the closing date, please do not deliver to any other Brisbane City Council, Lord Mayor or Councillor Ward office.