

Age friendly fund Guidance

August 2023

The Age friendly fund is part of the Age friendly Aotearoa New Zealand programme. It offers small grants to help assist councils and communities to develop age friendly plans or to implement new age friendly projects in support of an age friendly plan.

For 2023, we are particularly interested in receiving applications for projects that help to foster social connection between people of all ages. We also encourage you to submit applications for innovative projects that can be shared and adapted for use in other communities. We continue to support applications to enable councils and communities to develop age friendly strategies and plans.

The Age friendly fund offers grants of **\$5,000 up to \$15,000 (excluding GST)**. We usually run one grants round per financial year, but if funds are not disbursed in one round there may be a further grant round in the same financial year.

The final date for applications is **Sunday 24 September 2023**

The Age friendly fund grant application form is available [here](#).

Please contact the Office for Seniors at agefriendlyfund@msd.govt.nz to discuss the project proposal **before** completing an application. This enables us to discuss the eligibility of your project and to provide you with feedback about it before you start to develop your proposal.

About age friendly communities

The age friendly concept is based on the World Health Organization's (WHO) [Age friendly framework](#) outlined in [WHO's Global Age Friendly Cities: A Guide](#). The Office has created [The Age friendly Aotearoa New Zealand toolkit](#) to guide this work in a local context. We recommend reading these resources to help with developing your project plan and completing your grant application.

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 Age friendly programme takes a community led development approach and many of Aotearoa New Zealand's local councils have worked with their communities to develop Age friendly strategies and plans. You can read more about what makes a successful age friendly strategy or plan [here](#).

Who can apply

Councils, community organisations, and registered non-profit organisations can apply for an Age friendly fund grant. Your organisation must be a legal entity in New Zealand.

Businesses and individuals are **not eligible** for an Age friendly fund grant.

- There must be top-down and bottom-up support for your project and you must be able to show that you've engaged with the relevant people and groups in your community as well as the local council.
- Applications from organisations other than a Council must demonstrate they have support of their City or District Council, and how the application aligns with their age friendly plans and priorities.
- The person who makes the application must be authorised to do so on behalf of their organisation.
- The organisation must not have received a grant from the Age friendly fund/Age friendly programme 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.

Types of projects we are looking for

Examples of activities that could be funded include:

- planning for population ageing taking a whole of council and community approach
- testing and implementing innovative local solutions to help create age friendly communities that can be adapted for use in other places
- developing age friendly solutions that address more than one social issue and connect people of all ages You can also find out more about the projects that we've supported in the past [here](#).

Funding available

You can apply for a one-off grant from **\$5,000 up to \$15,000** (GST exclusive).

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 (GST exclusive).

When completing your application, you should identify whether you have any 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 Community Plan, or
- implement a **new** Age friendly Community project

All funded activities should be completed within twelve months of the Letter of Grant being signed.

Projects should be scheduled to start after **1 January 2024** to allow time for Letters of Grant to be agreed.

Planning for age friendly communities

We want to support councils and communities to engage with key stakeholders, including older people, to identify local priorities and develop plans to address them.

Projects may include:

- developing a local age friendly assessment or action plan
- creating specific plans and/or policies that address one or more of the eight age friendly topic areas (see [WHO's Global Age Friendly Cities: A Guide](#) – see diagram on page 9 and subsequent chapters explaining topics in more detail)
- engaging older people in age friendly planning activities.

Implementing age friendly community projects

We want to support councils and communities to implement new projects that help to make our towns, cities and communities age friendly.

The Age friendly fund is for new projects. It aims to assist groups to get their initiatives up and running so they can test ideas and find out what works well and what doesn't. Projects should aim to become self-sustaining over time and become part of the fabric of the community.

Applicants applying for funding to implement a new age friendly project must demonstrate how the project relates to an age friendly assessment or action plan. If your council does not have a specific age friendly strategy or policy, it should be clear how the project relates to relevant existing priorities.

Projects may include but are not limited to:

- projects that encourage connection between people of all ages
- development of kaupapa Māori or other culturally specific approaches to creating age friendly communities
- innovative ways to address social isolation and loneliness

- promotion of age friendly business practices
- projects that aim to create local system level change (eg, changes to local transport, or recreation systems)
- projects that support older people in rural areas to age in place, participate and be included in their communities.

Excluded projects

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

- projects that do not demonstrate benefits for older people and their participation in the community
- existing programmes, projects, products or services or projects that duplicate existing programmes or services available in your community
- activities that are the legislative responsibility of a council or Health New Zealand (previously a District Health Board)
- projects that are funded by or duplicate an existing government programme or service eg, falls prevention, exercise and health promotion programmes
- new capital works or upgrades to existing infrastructure such as construction costs, building repairs or alterations
- recurring maintenance or operational costs of existing programmes or facilities
- general on-going operational expenses
- any salaries or wages for permanent or existing staff
- professional development activities
- activities that involve commercial ventures for personal gain or fundraising activities
- the purchase of vehicles or similar depreciable assets
- funding solely for the purposes of designing/planning work or concept plans
- fundraising activities
- international travel
- funding for one-off trips, excursions, meetings or events
- recurrent or retrospective funds – this includes enhancements to existing work or programmes, the reimbursement of costs already incurred or expended, and any projects, activities or expenditure that has taken place prior to the application being approved.

Evaluation of applications

An independent internal evaluation panel will assess projects against the following criteria. We recommend you cross-check your application against this criteria before submission.

Evaluation criteria	Weighting
Focus and Impact <ul style="list-style-type: none"> What is the identified need in the community, and how does your initiative or community project address it? What is the geographic area covered by the project and number of people involved? Has the application demonstrated the potential for a lasting impact on communities resulting from the project initiative? What is new or different about the approach you are trying and why do you think this approach will work? What is the potential to adapt this project to work in other communities? 	30%
Quality <ul style="list-style-type: none"> Is there a clear plan to assess the impact and success of the project, ie how will you evaluate the effects and outcomes? How will the project be sustained over time? 	10%
Engagement/Partnership <ul style="list-style-type: none"> Describe how older people will be involved in the project, and how diversity of opinion is ensured or if particular groups will be targeted Describe how the project will work cooperatively with groups that have a stake in addressing the issue, including community organisations, associations and council. Identify any partners in the project and describe their role and contribution 	25%
Project Activity <ul style="list-style-type: none"> Provide a clear description of the work that will be undertaken including what will be done, how, by who and when Have you shown that your proposed project is timely and likely to succeed? Have you shown that your organisation has sufficient capacity to support the project? What will happen when the project funding ends? 	25%
Financial Feasibility <ul style="list-style-type: none"> The budget is realistic in terms of proposed activities, planned results and demonstrates efficient use of resources. Identification of any financial or in-kind support provided by other partners? 	10%

Application process

Applications must be made using the Age friendly Fund application form available [here](#).

Please contact the Office for Seniors about your project **before** you finalise your application. This will help to strengthen your proposal and to clarify any aspects that may be unclear.

Contact us by email at agefriendlyfund@msd.govt.nz.

Email your completed form together with any attachments to agefriendlyfund@msd.govt.nz

Please provide a list in your cover e-mail of all the documents that are attached, so we can make sure we have all the paperwork.

The closing date for applications is **Sunday 24 September 2023**.

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 (for those organisations already contracted to MSD)
- c. past performance (where relevant)
- d. reference checks may be requested where projects are undertaken by providers not known to MSD.

Notice of decision

All applicants will receive written notice of the Evaluation Committee's decision as well as the terms and conditions of any grant awarded, in November 2023. Grants over \$10,000 are usually awarded in two payments: one on approval of the project (up to a maximum of \$10,000) and the second by 30 June 2024 after the Office for Seniors has received the required progress report and financial summary in May 2024.

We may grant all or some of the funding requested, based on a project assessment, and on availability of funds.

Grants will be publicly announced in early 2024.

We may showcase projects that receive grants on the Office for Seniors website and through other Office for Senior's communication channels to promote projects that respond to population ageing.

Grant responsibilities

Approved applicants will be responsible for:

- undertaking the identified actions in their project plan
- providing administrative support for workshops and community consultation

- proper fiscal management, including acceptable accounting records
- providing updates and final reports
- funding the publication of their age friendly communities final report
- circulating the report and/or communicating the findings to their communities.

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 Age friendly 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 2020. You can request access to your personal information from the Office for Seniors.