

# Community Engagement Program (CEP)

Dementia-Friendly Communities

## Funding Guidelines & Application process

The Community Engagement Program (CEP) supports local community groups, businesses, and organisations to work with people living with dementia and care partners to develop dementia-friendly communities' projects that address a specific need, draw on in-kind contributions and utilise the skills, resources and capabilities of the local community.

### Aims

The **aims** of the Community Engagement Program (CEP) are:

- To increase the number of Australian communities that accept, support and include people living with dementia so that they can live the life they choose and engage in the activities that are important to them
- To demonstrate the practical application of dementia-friendly principles in diverse Australian communities and locations
- To create new resources that complement those already available from Dementia Australia for use by other communities and which meet the needs of people living with dementia, their families and carers.

### Principles

The Community Engagement Program (CEP) will fund projects that incorporate the key **principles** of dementia-friendly communities:

1. Meaningfully engage people living with dementia.
2. Challenge stigma and build understanding of dementia.
3. Provide accessible and inclusive places, spaces and activities for people living with dementia and care partners.
4. Acknowledge the potential of people living with dementia by actively seeking, and making possible, their contribution to shape a dementia-friendly community.

5. Provide practical community-based support and solutions to enable people impacted by dementia to participate in community life in the way they choose.
6. Promote the importance of consistent, safe and reliable transport options.
7. Promote how to create easy to navigate social and physical environments.
8. Encourage businesses to deliver friendly, respectful and responsive programs and services.

### **Grant round opening and closing dates**

This Round will be open from 16 November to Friday 31 December 2023 at 5pm (AWST)

### **Funding and Eligibility**

To support the development of local dementia-friendly community initiatives, grants of up to \$15,000 each are available. Funding will support new project activity from 1 April 2024, for 12 months. Funds can be used to cover the costs of salaries, consultancies, printing, postage, event costs, catering, room hire, supplies and small equipment.

Administration overheads, construction and large equipment costs are ineligible.

Community Engagement Program (CEP) grant funding is open to applications from:

- Local community businesses, organisations, associations, and groups that are incorporated or supported by an auspice, and
- Large community organisations and health service providers **ONLY** for proposals focused upon the development of an independent dementia-friendly community working group.

#### **Aged care providers are not eligible to apply.**

The selection process will prioritise applications that meet the following **criteria**:

- **Meaningfully consult and collaborate** with people living with dementia and care partners in the design and delivery of the project.
- Bring together **collaborative local partnerships** with dementia alliances, networks, councils, service clubs, local business, education and community organisations.
- **Meet the needs** of one or more of the following **diverse priority groups**:
  - Aboriginal and Torres Strait Islander communities
  - Culturally and linguistically diverse (CALD) communities
  - Lesbian, Gay, Bisexual, Transgender or Intersex (LGBTI)
  - Isolated, rural and remote communities.

## Application and Selection Process

Applications will be administered via an online Expression of Interest process in **SurveyMonkey**. Expressions of Interest received will be assessed by Dementia Australia staff and a group of Dementia Advocates – people living with dementia and care partners.

Applications will be reviewed for their degree of fit with the following:

- the aims of the Community Engagement Program
- the key principles of dementia-friendly communities
- the Community Engagement Program eligibility criteria

Successful applicants will be invited to draft a 12-month project work plan to describe how they will achieve the project set out in their Expression of Interest. The Dementia-Friendly Communities team will be available to support organisations with the development of their project work plans.

Applicants must be willing to work collaboratively on evaluation activities as required.

## Timeframes and deliverables

Action	Date
Expressions of Interest applications open	16 November 2023
Expressions of Interest applications close	31 December 2023
Funding offers made	From mid-Jan 2024
Workplan finalisation and contracts signed by	29 February 2024
Project funding begins	1 April 2024
Project funding finishes	31 March 2025
Final project report, acquittal and resources	30 April 2025

## Completing the online Expression of Interest

Information is provided below to help you plan and complete the online application. Please complete your application by answering the questions at this link:

<https://www.surveymonkey.com/r/K5LTGST>

If you experience any issues or need support to complete the online questions, please contact Matthew Peterson, Community Liaison Officer at [matthew.peterson@dementia.org.au](mailto:matthew.peterson@dementia.org.au)

### Guidance notes for each question

Organisation/group name	Please provide the name of the business, group or organisation that will be taking the lead on the project.
Contact person (first and last name)	Please provide the first and last name of the key contact person representing the organisation or group.  We will communicate with this person on a regular basis via email.
Contact person email	Please provide a direct email address for the key contact person as this will be the primary means of communication. Avoid providing generic emails unless the contact person is the sole monitor of that email box.
Contact person phone number	Please provide a direct phone number, preferably a mobile number for the key contact person.
Postal address	The organisation or group's postal address is needed for the grant agreement.
State or Territory	This is a required field as some states and territories have been prioritised and will attract a higher rating score. For instance, the Northern Territory has received limited funding in previous rounds and will attract the highest score (4) as opposed to New South Wales which will score rating 1 under the State and Territory category.
Organisation or group overview	Please provide a brief overview of your organisation's purpose, size and key objectives. This information will

	<p>provide us with a picture of who you are and what you do as an organisation i.e., how you contribute to your local community.</p>
<p>Is your organisation/group incorporated?</p>	<p>Please indicate whether your organisation or group is incorporated. The project funding (grant) must be provided to a legal entity (such as an incorporated body) and not an individual.</p> <p>Broadly speaking, when a group incorporates, it becomes a legal entity in its own right which is able to do things in its own name. For example, an incorporated association can own land, borrow money and enter into contracts.</p> <p>Each incorporated association is formed to undertake particular activities or pursue a specific object as set out in the association's rules (often known as the constitution). The rules provide a unique framework which outlines how the association is operated and managed by its members.</p> <p>Each state and territory has its own Associations Incorporation Act, please contact the relevant government agency to find out more:</p> <p><b>Australian Capital Territory – Access Canberra</b>  <a href="https://www.accesscanberra.act.gov.au/business-and-work/associations-co-ops-and-charities/incorporated-associations">https://www.accesscanberra.act.gov.au/business-and-work/associations-co-ops-and-charities/incorporated-associations</a></p> <p><b>New South Wales – Fair Trading</b>  <a href="https://www.fairtrading.nsw.gov.au/associations-and-co-operatives">https://www.fairtrading.nsw.gov.au/associations-and-co-operatives</a></p> <p><b>Northern Territory – Business and Industry</b>  <a href="https://nt.gov.au/industry/licences/incorporated-associations/being-an-incorporated-association">https://nt.gov.au/industry/licences/incorporated-associations/being-an-incorporated-association</a></p> <p><b>Queensland – Office for Fair Trading</b>  <a href="https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations">https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations</a></p>

	<p><b>South Australia – Consumer and Business Services</b></p> <p><a href="https://www.sa.gov.au/topics/family-and-community/community-organisations/incorporated-associations">https://www.sa.gov.au/topics/family-and-community/community-organisations/incorporated-associations</a></p> <p><b>Tasmania – Consumer, Building and Occupational Services</b></p> <p><a href="https://www.cbos.tas.gov.au/topics/clubs-fundraising/incorporated-associations/what-is-incorporated-association">https://www.cbos.tas.gov.au/topics/clubs-fundraising/incorporated-associations/what-is-incorporated-association</a></p> <p><b>Victoria – Consumer Affairs</b></p> <p><a href="https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/what-is-an-incorporated-association">https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/what-is-an-incorporated-association</a></p> <p><b>Western Australia – Consumer Protection</b></p> <p><a href="https://www.commerce.wa.gov.au/consumer-protection/what-incorporated-association">https://www.commerce.wa.gov.au/consumer-protection/what-incorporated-association</a></p> <p>Please note, Dementia Australia and the Dementia-Friendly Communities team cannot provide legal advice and all questions relating to incorporation need to be directed to the relevant government agency listed above.</p>
<p>If no, please provide name and contact person's details of auspicing agency?</p>	<p>As noted above, Dementia Australia must provide the grant monies to a legal entity and not an individual.</p> <p>If your organisation or group is not incorporated, please provide the name and contact details of the organisation or group who will hold the project funding on your behalf.</p> <p>To 'auspice' means to provide support, sponsorship or guidance.</p> <p>The group or person requiring support is known as the 'auspicee' and the entity (usually an incorporated organisation) that auspices the group or person is known as the 'auspisor'.</p> <p>When using an auspice arrangement, the relationship is often described as one where the auspicee will be carrying out the project 'under the auspices of' the incorporated</p>

	<p>organisation – the auspisor. It's the auspisor that receives the project funding and enters into relevant agreements for the auspicee.</p> <p>For more information, please visit Justice Connect  <a href="https://www.nfplaw.org.au/free-resources/working-with-others/what-is-auspicing">https://www.nfplaw.org.au/free-resources/working-with-others/what-is-auspicing</a></p>
<p>Organisation's/Group's ABN</p>	<p>Please provide your organisation or group's ABN or the ABN of the Auspicing organisation or group.</p>
<p>Is the organisation/group registered for GST (Goods and Services tax)?</p>	<p>Grant amounts will be provided inclusive of the GST. For instance, if the grant is \$10,000 you will receive \$11,000 (\$10,000 plus \$1,000 GST).</p> <p>If your organisation is not registered for GST, we will provide you with the net amount only e.g., \$10,000.</p>

Please see the next page for guidance notes on addressing the eligibility criteria.

**Eligibility criteria (please limit to 500 words each question)**

<p>1. Please provide an overview of your proposed dementia-friendly communities' project.</p>	<p>Briefly describe what your project is about (e.g., to create a community garden that is inclusive and accessible to people living with dementia from the local Chinese community.)</p> <p>Include the reasons why you have chosen this project (e.g., at a recent Community meeting, people from the Chinese Seniors group identified that access to gardens with familiar plants for gardening and cooking was missing for many people living with dementia.)</p> <p>Outline how you will implement the project by briefly summarising the key stages/tasks/activities (e.g., hold a meeting with people living with dementia and carers from the Chinese community to talk about gardening, the types of plants, accessibility issues, design the garden based on feedback and create the garden.)</p>
<p>2. How does your project meet the <b>aims</b> (refer to page 1) of the Community Engagement Program?</p>	<p>Detail how the activities of your project will address stigma and discrimination, meaningfully and purposefully involve people living with dementia, and contribute to a DFC Program led Community of Practice to share what you have learnt or created to build the capacity and capability of other organisations, groups and communities becoming dementia-friendly.</p>
<p>3. How does your project incorporate the key <b>principles</b> (refer to page 1) of dementia-friendly communities?</p>	<p>Principles 1 to 4 <b>must</b> be addressed in your project. For guidance on how to meaningfully consult, co-design and deliver your project with people living with dementia, please refer to <b><u>Half the Story</u></b></p>
<p>4. How will your project include people living with dementia and carers in the design and delivery of the project?</p>	<p>Please describe the consultation approaches (meetings, focus groups, surveys, community forum) you will use to reach, listen to and capture the voices of people living with dementia, families and carers. And describe the active role people living with dementia, in particular, will play in the planning and implementation of the project.</p>



	It is important that people living with dementia are treated as valued contributors to the project and not only as potential recipients or participants in the project outcomes.
5. What partnerships will be formed to deliver the project?	Please identify any known or potential businesses, organisations and groups you will partner or collaborate with to deliver the project. These may be informal or formal partnerships and could involve sharing or giving of resources, staff, skills, equipment etc.
6. Will your project serve one or more of the <b>priority groups</b> (refer to page 2)	<p>If you intend to work with a priority group, please detail the reasons why and how you plan to reach them.</p> <p>Project applications that address the needs of one or more diverse priority groups will be scored higher than those that do not. This is because the priority groups listed often miss out on, or cannot access, mainstream services and programs.</p>
7. If there is any other relevant information about this dementia-friendly communities project, please share it here?	This is an opportunity for you to really sell us your project and provide any information you think will add value to the overall application.
8. What level of funding are you seeking?	Please indicate the range of funding you are seeking. You do not need to know the exact amount at this stage, just an estimated figure. This will help us to determine how many grants we can offer.