

Regional Development Fund

NORTHERN SYDNEY REGION



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Background

In 2005 UnitingCare Ageing Northern Sydney Region established the Regional Development Fund to strengthen missional links between UnitingCare Ageing and the wider Uniting Church through assistance to the Ku-ring-gai Presbytery, Sydney North Presbytery and local congregations.

The Regional Development Fund provides non-recurrent funding to encourage Presbyteries and congregations to develop new and innovative projects or expand existing programs and to support older people in their community.

A percentage of Regional revenue is set aside annually for this aged care initiative and the Fund is administered by the Uniting-Care Ageing Northern Sydney Regional Board.

Projects

Individual projects and programs up to \$15,000 will be considered for funding for major capital works. Examples of suitable initiatives include:

- Transport service to and from church, shopping trips or health care appointments
- Cultural and linguistically specific activities and English language skill workshops
- Exercise programs
- Minor capital works for church or church buildings e.g. hearing loops, improved access, air-conditioning, kitchenette, fire safety, gardening and grounds maintenance
- Furniture replacements for church and/or church halls
- Regular group outings
- Purchase of sporting, recreational and/or leisure equipment
- Social get-togethers with guest speakers and/or entertainers
- Seminars or symposiums about ageing and effective ministry with ageing people.



Application Process

(1) Format of Applications for Funding

Applications should be typed if possible, and follow the attached standard application form. An electronic form will be forwarded on request. Applications will be assessed and recommended to the Regional Board by a committee consisting of the Regional Director, Regional Board member and Presbytery representative.

(2) Assessment Criteria

The Regional Development Fund is set aside for the funding of projects that will benefit older people in the congregations. Intending applicants should note the following general guidelines:

1. Submissions will only be considered for projects that will benefit and add value to the lives of older people (as opposed to the funding of child care, or other community service projects).
2. Projects focusing on the development and provision of services for which there is a demonstrated and quantifiable need, including projects that focus on the needs of people living with dementia, will be well regarded.
3. Projects may benefit older people who are financially disadvantaged, socially disadvantaged or vulnerable because of their special needs.
4. Projects which address special needs groups including people who are financially or socially disadvantaged, people with disabilities who are ageing, ageing people from non-English speaking backgrounds, or ageing people from Aboriginal and Torres Strait Islander communities, will be well regarded.
5. Projects will be implemented within the Ku-ring-gai Presbytery or Sydney North Presbytery.
6. Funding will be available for projects which can be completed in a relatively short time frame (one to two years).
7. Moneys are not normally available for recurrent funding.
8. Applications must include a breakdown of the costs, as well as the total cost of the whole item or project.
9. Each project must have a designated Project Manager who is responsible for the management of the project until it is completed and a report submitted to the Board of Northern Sydney Region.
10. Where appropriate, applications should include an allowance for GST in their overall budget calculations.
11. It is intended that successful applicants will agree to share the learnings from their experience with others in the community, within UnitingCare Ageing, and the relevant Presbyteries.
12. Applications will be assessed against the criteria determined by the Northern Sydney Regional Board.



Application Process

(3) Process after Applications for Funding have been Approved

1. All applicants will be notified by mail regarding the Board decision whether or not to fund the proposed project.
2. Successful applicants will be required to submit a report at the completion of the project. If it is anticipated that the project will not be completed as planned, a progress report must be submitted to extend the project time frame.
3. Each report must follow a standard format, set out in Section (4) below, and should be forwarded to the Executive Assistant to the Regional Director via email or letter. Contact details are shown on the following page.
4. The outcome of projects will be reported in the Region's quarterly newsletter, *The Link*.

(4) Progress Reports on Approved Projects

Project Reports should provide sufficient information to demonstrate that the requirements and conditions of the funding are being met. Each report must follow the standard format set out below. Please number your responses and include the following headings:

1. Name of the project
2. Appointed Project Manager
3. Contact details
4. Name of Congregation
5. Date of funding approval by UnitingCare Ageing Northern Sydney Region
6. Start date of project
7. Expected completion date (approx)
8. Brief outline of the project (assume that the people reading your report are not familiar with the project)
9. Amount funded
10. A detailed outline of the progress of the project (at least half an A4 page). Please address the key aspects of the project, particularly those identified in points 6 to 9 of the original application form. Again, assume that people are not familiar with the project).
11. Expenditure to date (please list the main items of expenditure with associated amounts).

Guidelines

Applications for funding must follow the standard application form*.

Each application is to be forwarded via email or letter to:

daniellej@nsr.unitingcare.org.au

or

Danielle Jones
Executive Assistant to the Regional Director
UnitingCare Ageing Northern Sydney Region
4 Chapman Avenue (PO Box 304)
CHATSWOOD NSW 2067

* If you require any assistance, please contact the Regional Office.

Contacts

UnitingCare Ageing Northern Sydney
Regional Office
4 Chapman Avenue
CHATSWOOD NSW 2067
P: (02) 9468 5900
F: (02) 9468 5990

Ku-ring-gai Presbytery
Presbytery Office
Bowden Brae Retirement Village
40 – 50 Pennant Hills Road
(Jasmine Street entrance)
P: (02) 9489 6015
F: (02) 9487 6391

Sydney North Presbytery
Presbytery Office
Cnr Pacific Highway & Mowbray Road
ARTARMON NSW
P: (02) 9419 5416
F: (02) 9419 5445



Application Form



Regional Development Fund - Northern Sydney Region

1. Contact Details

Presbytery/Congregation: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

2. Has an application for funding of this project been submitted before?

3. Amount of funding requested

4. Anticipated timeframe of project

5. Location of the Project (if applicable)

6. Brief summary of the project:

a) Reason for project

Application Form



Regional Development Fund - Northern Sydney Region

6. Brief summary of the project (continued):

b) What will the project involve?

c) Who will the project benefit?

d) Who will manage the project?

7. How will the project benefit the community?

Application Form



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8. Are you working in partnership with any other individuals or groups?

9. Have you applied for any other sources of funding for this project?

10. Will the amount requested be sufficient to complete the project? (If not, how will the project be funded on an ongoing basis?)

11. Please provide (attach separately if necessary) a detailed breakdown and justification of the budget for the project, including GST.

Application Form



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12. How will the congregation contribute to the project?

13. Statement of support from the relevant congregation (Church Council)

Name of applicant: _____

Signature: _____ **Date:** _____