

NATIONAL CARERS WEEK EVENT GRANTS 2023

Funding Guidelines



National Carers Week Event Grants

Carers Victoria offers National Carers Week Event Grants to provide an opportunity for Carer Support Group members and other local carers to celebrate during National Carers Week from Sunday 15 – Saturday 21 October 2023.

Your event provides an opportunity for your group to find new members and, by being visible in the community, helps raise awareness and acknowledge the role and contribution of people with caring roles. Events may include a morning or afternoon tea or another event.

Eligibility for a National Carers Week Event grant

To be eligible for a National Carers Week Event Grant, Carer Support Groups must:

- › be a current Carer Support Group member of Carers Victoria (or join prior to making their application)
- › hold their event during National Carers Week (Sunday 15 – Saturday 21 October 2023)
- › hold an event that is open to new carers

who meet group membership criteria (non-group member attendees can be asked to pay their own costs)

- › agree to list their event on Carers Victoria's website
- › provide photos of your event, with the consent of event participants, to be used in Carers Victoria's publications
- › acknowledge Carers Victoria as the event supporter on all promotional materials, media activity, social media and any reports that include the event
- › provide an ABN or complete an [ATO Statement by a supplier form](#), and
- › complete the event report form by Friday 10 November 2023.

National Carers Week Event Grants are intended to **contribute** towards the cost of an event. Funding is allocated on a sliding scale based on number of carers attending, to a maximum of \$400 per group. Not all applications are guaranteed as the number of grants is dependent on available funding. Applications received promptly will be given priority. We will do our best to ensure a fair distribution of funds, considering factors such as regions/locations, diverse communities, etc.

How to apply for a National Carers Week Event grant

Complete an application via [Smarty Grants](#) and ensure you:

- › supply your ABN **OR** complete the [ATO Statement by a supplier form](#)
- › provide a contact name and number for inquiries about your event, and
- › sign and consent to the agreements

All applications must be submitted on [Smarty Grants](#) by **midnight on Sunday 10 September 2023**.

Groups will be notified of the application outcome and receive payment by **Monday 25 September 2023**.

Payments may be received earlier for prompt applications.

How do I complete a Statement by a supplier form?

To complete a [Statement by a supplier form](#):

1. Complete the 'Supplier details' with your authorised contact's name and address. This is the person who is authorised on the bank account provided
2. In the 'Reasons for not quoting an ABN' section, place an 'x' next to 'The supply is made by an individual or partnership without a reasonable expectation of profit or gain'
3. Complete the 'Name of Supplier (or authorised person)' with your authorised contact's name, and
4. Complete the 'Declaration' with your authorised persons signature, phone number and the date.

National Carers Week Event Grant Timelines 2023

Applications open	Thursday 24 August 2023
Applications close	Sunday 10 September 2023
Applicants notified and funds deposited	Monday 25 September 2023
National Carers Week 2023	Sunday 15 October - Saturday 21 October 2023
Event report form due	Friday 10 November 2023

Questions

If you need any help or have further questions please contact: Kate Topp, Member and Supporter Officer on 1800 514 845 (option 4) or email membership@carersvictoria.org.au

Ideas for your National Carers Week Events

Local supports

You might consider approaching your local council, service clubs, businesses, or sporting clubs and telling them what your Carer Support Group is planning for National Carers Week.

They may be able to provide additional support such as:

- › free access to venues or equipment
- › food and drink donations for events
- › donations for door prizes or show bags
- › free advertising/publicity
- › use of a community bus.

Involving the media

Consider informing your local newspaper about your event. They might publish a story about your group. This is a great way of letting other carers know about you, as well as raising awareness of caring in the general community.

Invite your local politician or councillor

This could be a great way to build a relationship with your local mayor/councillor, or member of parliament, and to raise awareness of issues your carer support group members face.



NATIONAL
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WEEK**



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