

# **International Day of Older People**

**1<sup>st</sup> October 2024**

## **Calderdale Micro-Grants**

### **Application Pack**

**Application closing date: 2<sup>nd</sup> September (5:00pm) 2024**

**Please return the completed application form to: [justin.magner@calderdale.gov.uk](mailto:justin.magner@calderdale.gov.uk)**

## International Day of Older People 1<sup>st</sup> October 2024

### Calderdale Micro-Grants

#### Background

International Day of Older People (IDOP) is an annual celebration day observed on October 1<sup>st</sup> since 1990. The day was agreed by the United Nations General Assembly with annual coinciding themes. This years theme, from the [UK Network of Age Friendly Communities](#), is '[The part we play](#)'.

Older people play an [integral part](#) in strengthening our communities and neighbourhoods; as workers, carers, volunteers, activists and community connectors. These vital contributions are often overlooked or limited by ageism and other societal and physical barriers.

As well as helping others, volunteering has been shown to improve our social connections, enhance our sense of purpose and self-esteem. Paid work can have a positive impact on wellbeing as well as finances. Despite this, many older people find themselves encountering barriers to getting involved in all the ways they would like to.

We all have a part to play in making our communities and neighbourhoods better places to age, and in celebrating and enabling the contributions of older people.

On this International Day of Older People, we are celebrating older people and the vital **part they play**, and have the potential to play, in making our community a better place to be.

#### Older People in Calderdale

In Calderdale, four in ten of the population are aged fifty plus. One in five of the population are aged sixty-five and over. By 2040 one in four people will be aged sixty-five and over.

Enabling older people to age well is an important function of Calderdale's [Health and Wellbeing Strategy](#). Such is the importance, that Calderdale became a signatory of the [Healthy Ageing Consensus Statement](#) and became a member of UK Network of Age Friendly Communities led by the [Centre for Ageing Better](#).

The Ageing Well goal for Calderdale is for **older people have strong social networks and live in vibrant communities**.

## Calderdale IDOP Micro-Grants

Calderdale Public Health are inviting voluntary and community organisations who support older people aged 50 years and above to help us celebrate **The International Day of Older People**.

We are looking for voluntary and community organisations who can organise a one-off event or activity during the **month of October 2024**. Events and activities should be in line with the theme '[The part we play](#)' and promote social participation and the health and wellbeing of older people living and working in Calderdale. Events and activities need to be inclusive, accessible and seek to encourage ongoing connection and participation.

Micro-grants of up to **£400** (Four Hundred Pounds and No Pence) are available for IDOP 2024 events and activities across Calderdale. We have a total fund of £2800 for a minimum of 7 events.

### Ideas for events and activities might include:

- Photographic competition and exhibition of photos or film of older people in their workplace or volunteering in a variety of roles.
- Performances (Musical, theatre, dance etc. in which older people create or perform)
- Taster activities (Arts, Crafts, Music, Movement & Dance, Theatre, Cooking & Baking, Sports, Making & Repair Workshops – the list goes on!

### The objectives of IDOP

Applications will be assessed against 4 key IDOP objectives.

Events and activities delivered by voluntary and community groups should aim to:

1. Provide an inclusive event or activity that is accessible to older people, their carers, family and friends. (**Events and activities must be new / additional to any existing offer**).
2. Promote and celebrate positive images and stories of older people ageing well.
3. Promote and increase connection and the opportunity for **ongoing** social participation amongst older people.
4. Celebrate the [part older people play](#) in communities across Calderdale.

This year the locality of events and activities will also be considered, as we seek (where possible) to award across different localities in Calderdale.

## **Advertising and Marketing of Events and Activities**

All grant recipients will be expected to produce and submit advertising materials prior to the event or activity taking place. You will be contacted before the event for copies that Calderdale Council will use to promote the event or activity on its social media channels.

Poster and flyer templates that you can edit and add your logo and information to are available if you do not wish to design your own.

Any materials must include the Calderdale Council logo, and the IDOP logo.



The Centre for Ageing Better have created a positive and realistic [image library](#) of over 50s in a bid to challenge negative and stereotypical views of older age. The photos show a more realistic depiction of ageing – to help tackle ageism and challenge the idea that all older people are frail and vulnerable. The library contains over 3,000 images, is regularly updated and free!

## **Don't forget to take photos of your event or activity and remember to get consent!**

When posting on social media about your IDOP event or activity don't forget to tag your messages #AgeFriendlyCdale or #IDOP2024

## **Feedback from Events and Activities**

All grant recipients will be expected to provide a brief post event report which includes the following:

- Number of attendees
- images / photos (with consent for use by Calderdale Council)
- Feedback / comments from event attendees

## Application Process

Organisations must complete the short application form (below) to be considered for an IDOP micro-grant.

IDOP applications are to be submitted to [justin.magner@calderdale.gov.uk](mailto:justin.magner@calderdale.gov.uk) by **2<sup>nd</sup> September 2024 (5:00pm)** on the template provided.

Applications will be assessed by a small grants panel using a standardised scoring system.

All applicants will receive notification no later than two weeks from the submission closing date.

Terms and conditions and privacy notice are at the end of the document. Please familiarise yourself with these before applying.

**Events and activities must run between Monday 30<sup>th</sup> September and Thursday the 31<sup>st</sup> of October 2024.**

***For further information please contact; [Justin.magner@calderdale.gov.uk](mailto:Justin.magner@calderdale.gov.uk)***

## APPLICATION FORM

### Calderdale International Day of Older People Micro-Grant Application 2024

1. About your organisation					
Lead contact					
Contact details (Full address, email and telephone)					
Locality (Please tick)	Central	North	Lower Valley	Upper Valley	Calder & Ryburn
How many members does your organisation have?					
2. Eligibility					
Is your organisation a voluntary and community group?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
If you have a charity of interest number, please provide?	Number:				
Does your organisation have a constitution or similar document?	Yes <input type="checkbox"/> No <input type="checkbox"/> (This might be a set of rules, or memorandum and articles, or some other document that sets out what your organisation does, and how it is run.)				
Does your organisation have a bank account?	Yes <input type="checkbox"/> No <input type="checkbox"/> (This should be in the name of the organisation, not an individual, with at least two people required to sign cheques)				
If you work with children, young people or vulnerable adults, do you have a	Yes <input type="checkbox"/> No <input type="checkbox"/>				

protection policy or safeguarding policy?	
<b>3. Your IDOP celebration event proposal</b>	
<p><b>Please refer to the following four IDOP objectives:</b></p> <ol style="list-style-type: none"> <li>1. Provide an inclusive event or activity that is accessible to older people, their carers, family and friends. (Events and activities must be new / additional to any existing offer).</li> <li>2. Promote and celebrate positive images and stories of older people ageing well.</li> <li>3. Promote and increase connection and the opportunity for ongoing social participation amongst older people.</li> <li>4. Celebrate the <a href="#">part older people play</a> in communities across Calderdale.</li> </ol>	
Describe in detail the celebration event that you want us to fund. (Maximum 500 words).	
Partnership <i>Have you got other organisations involved in your idea?</i>	
What outcomes do you intend the IDOP celebration to achieve? (Maximum 250 words)	
<b>4. Beneficiaries</b>	
How many people do you expect will benefit?	
How many staff will benefit?	
How many friends, family or carers will benefit?	
<b>5. Finance</b>	
NB. Receipts and invoices will be required to be provided at the end of the project term.	
How much money do you need for the project? (Maximum £400.00)	

What would you spend this money on? Please break it down into types of cost:		
Staff costs		
Meeting room, costs		
Transport related costs		
Communication and promotion		
Events / entertainment		
Room hire		
Catering / refreshments		
Resources		
Other; please give details		
Total		
Is this all the money you need for your project?		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, where is the rest of the money coming from? e.g., match funding		
When do you expect the project to be complete, with all the money spent?		
Signed by:		
Position		

Remember: you will have to provide a monitoring return to us against the information that you have put on this form. Please make sure that you are keeping evidence of numbers, impact etc. throughout the project.

Please return this application via email to: [justin.magner@calderdale.gov.uk](mailto:justin.magner@calderdale.gov.uk)



## TERMS AND CONDITIONS

1. These are the rules that you have to abide by if you receive a grant through this scheme. Please make sure you read these rules carefully before signing the grant acceptance form.
2. This grant is awarded to you based on the information you provided to us in the application form and in any subsequent correspondence or discussions.
3. You must provide a summary of the celebration event and send it back to the Council within one month of the grant being spent including attendance numbers, quotes from attendees and sharable celebration imagery.
4. You must use the grant for the purpose for which it was awarded, as set out in the notification letter. This grant must not be used for any other purpose without prior permission.
5. You must inform the Council as soon as possible of anything that might affect the grant, and how it is used.
6. You must finish spending the grant within one months of the date of the award.
7. You must keep records showing how you have spent the money, including all receipts or invoices. These records must be available to Council officers if requested.
8. You must make sure that you keep records so that you can answer all of the questions on the monitoring form, including the one asking for number of people benefiting.
9. You must allow Council officers to visit your organisation or attend virtual activity to see how the grant is being used, if requested.
10. You must comply with any relevant laws and regulations, including health and safety rules, coronavirus guidance, minimum wage requirements and the Disability Discrimination Act.
11. You must make sure that you have any necessary permits, licences and insurance for all activities linked with the grant.
12. You must mention the help from the Council in any publicity material related to the event or project using the grant.
13. The Council has the right to claim back any overpayment of grant.
14. You will have to repay the grant to the Council if:
  - a. You use the grant for any purpose other than set out in the confirmation letter without getting our permission first.
  - b. You break any of the rules set out here, including the need to return monitoring information to us.
  - c. You use the grant for goods or equipment, and your organisations stops operating within two years.
  - d. Any significant information you gave in the application process was false.

## PRIVACY NOTICE

Calderdale Council of Town Hall, Crossley Street, Halifax, HX1 1UJ is registered with the Information Commissioners Office (ICO) under the provision of the Data Protection Act 2018. The Council takes its responsibilities under the Act very seriously.

### The type of information we will collect

The following information will be collected directly from you:

- Name and contact details of those applying for the grant.
- The address of your group or organisation, where this is your personal address.

### Why we collect and hold this information

Your personal information is collected for the purposes of assessing your application for a Suicide Prevention and Self-harm grant, as you have requested, and to manage successful grants. We need to collect this information:

- To verify that you are eligible for the grant.
- To maintain accurate records of your organisation's name and contact details.
- To assess your application for the grant.
- To contact you with the outcome of your application.
- To administer your grant, should you be successful.
- To maintain contact with you after your grant ends.
- To collate statistics and to conduct research (although in these circumstance no information that could identify you as an individual will be published).

Where you have opted-in to receive informational emails from us about the voluntary sector, consultations and funding opportunities (see above for more details), we will rely on your consent for processing your inform for this purpose. If you decide at any time that you wish to withdraw from receiving these emails you can do this by contacting us.

### Sharing your information

Details of all financial transactions will be shared with our finance department. In the event that money needs to be paid back to the council, your personal information may also be shared with our finance department for the purpose of debt recovery via the Council's sundry debtor procedure. We may also share your information with our contracted enforcement agents if necessary for the collection of outstanding monies. Details of any currently contracted services can be requested by writing to Steve Martin, 3rd Floor, Princess Buildings, Halifax, HX1 1TS.

### The lawful basis for the processing your data information – Grant application and administration

Processing is necessary for the performance of a contract – GDPR Art 6(1)(b)

Processing is necessary for compliance with a legal obligation to which the controller is subject – GDPR Art 6(1)(c)

### The lawful basis for the processing your data information – Informational mailing list

Your consent for the processing – GDPR Art 6(1)(a)

### **Your rights**

- You have the right to ask for copies of what information is held about you.
- You have the right to ask us to rectify information you think is inaccurate.
- You have the right to request the restriction of processing of your information.
- You have the right to ask us to erase your personal information in certain circumstances unless we are required by law or statutory purposes to keep it.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at any time by writing to Steve Martin, 3rd Floor Princess Buildings, Halifax HX1 1TS if you wish to make a request.

### **How long we will keep your information**

If your application is successful and your organisation is awarded a grant your information will be kept for a maximum of 6 years from when the last payment on the grant is made for compliance with HMRC regulations. If your application is unsuccessful your application will be retained 1 year from the date of the decision and destroyed, or until such time as the data is reviewed by us or removed at your request.

### **How to complain**

You have the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law. The Council's Data Protection Officer is Tracie Robinson and can be contacted at [information\\_management@calderdale.gov.uk](mailto:information_management@calderdale.gov.uk)

You also have the right to lodge a complaint with the Information Commissioner's Office at [www.ICO.org.uk](http://www.ICO.org.uk)