

Multicultural Seniors Support 2021-2025

Annual Progress Report

Name of Organisation		Payment Year	2021-22
Opportunity Number		Amount	\$2,000.00

Contact Details

Please fill out the contact details section with the person who is completing the progress report and their role with the organisation.

Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Other:	
Full Name:				Position:	
Phone/Mobile No:					
Email:					
Postal Address:					
Suburb/Town:		State:	VICTORIA	Postcode:	
Number of organisation members. <i>(Required for Public Liability Insurance)</i>					
Number of volunteers/committee members. <i>(Required for Public Liability Insurance)</i>					

Was the total \$2,000 spent?

If 'No', the Seniors Grants Team may contact you for more information before your Progress Report is accepted. Future funding will not be released until funding received has been fully expended.

<input type="checkbox"/> Yes	The full \$2,000 has been spent
<input type="checkbox"/> No	How much unspent funding remains? \$ _____ <i>(required information if 'No')</i>

The grant funds should be used for costs associated with running the club and activities as listed below. Please identify how you used your funds:

Activity type	Expenditure amount
<input type="checkbox"/> Engagement activities to enhance social connections of seniors' groups and cultural appreciation of their members. For example: <ul style="list-style-type: none"> cultural activities (e.g. dancing, singing, arts and crafts, cooking) in person and/or online outings to places of cultural significance luncheons and regular gatherings of members engagement of new members to grow and build sustainable seniors' groups 	
<input type="checkbox"/> Running costs of the seniors group (e.g. utility bills, rent/venue hire, refreshments, administration costs, other costs incurred while supporting their members)	
<input type="checkbox"/> Distribution of accurate information regarding coronavirus (COVID-19) restrictions, health advice and available supports for multicultural seniors, for example: <ul style="list-style-type: none"> translation of resources outlining current advice printing and postage for hard copy resources 	
<input type="checkbox"/> Purchase of resources or equipment to benefit group and members, for example: <ul style="list-style-type: none"> Personal Protective Equipment (PPE) for members (e.g. masks, hand sanitiser, etc) sewing machines to create reusable masks minor office equipment (e.g. laptop, printers, mobile phones) <p><i>*Equipment purchases must be for the benefit of the seniors' group or multicultural seniors' communities and cannot benefit a single individual. For example, a sewing machine or mobile phones purchased with grant funds may be used by individuals but must remain the property of the seniors' group.</i></p>	
<input type="checkbox"/> Delivery of practical supports to multicultural seniors (either directly or working with partner organisations to deliver), for example: <ul style="list-style-type: none"> home deliveries of essential items to members unable to leave home (e.g. care packages, medicines, PPE, etc) 	

<ul style="list-style-type: none"> • transport costs for multicultural seniors to attend medical appointments and pharmacies during the coronavirus (COVID-19) pandemic, including for coronavirus (COVID-19) testing and vaccinations • culturally appropriate and regular 'check-ins' for those who are isolated 	
<input type="checkbox"/> Establishment of digital or remote support networks and online communities to keep members connected, for example: <ul style="list-style-type: none"> • software to support group members connect (e.g., video calling/conferencing platform membership to meet online) • IT and digital support, technical skills and training sessions (e.g., how to use video conferencing and engage in online spaces) • IT literacy and safety on the internet 	
<input type="checkbox"/> Other:	

Declaration

The officer completing this declaration must be a director, chairperson, chief executive officer, president, principal, treasurer, or other similar authorised role.

By submitting this document, I state that the information in this report and attachments is to the best of my knowledge, a true and accurate reflection of the progress of the Activity.

I will notify the Department of any changes to this information and any circumstances that may adversely affect the ability of the Organisation to fulfil its obligations under the Agreement.

I acknowledge that the Department may seek additional information from the Organisation for the purpose of clarifying information provided in this report and attached supporting documentation.

Name: _____

Position: _____

Signature: _____ Date: _____

Supporting documentation (optional)

Please attach any photographs of your activity, advertising, marketing materials or other relevant documentation.

Returning the Progress Report

Once your Progress Report is complete, please return it to the Seniors Grants Team by one of the methods below. If you have any questions, please contact the Seniors Grants Team for further assistance.

Email: Multicultural.Seniors@dffh.vic.gov.au

Fax: **(03) 8686 1112**
Please write 'Attn: Seniors Grants Team' on the first page - faxes are turned into PDFs and emailed to us directly.

Post: Multicultural Affairs (Seniors Grants Team)
GPO Box 1774, Melbourne VIC 3000

Phone: **1300 112 755**
Just ask to speak with the 'Multicultural Affairs Seniors Grants Team'