



## **2016 Community meals subsidy program Application and program guidelines**

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## **Section 1: About the 2016 Community meals subsidy program**

Food contributes to our physical and mental health, can strengthen our local economy and foster cultural and social connections. The experience of sharing meals and eating together is an important part of life and connects us with others. Aligning with the Council's goal of a City for People, community meal subsidies are provided to eligible not for profit community organisations and groups that promote inclusive social opportunities, an active and healthy lifestyle and create opportunities for positive and healthy ageing in the City of Melbourne.

In 2016 a four dollar subsidy per person over the age of 55 to a maximum number of 12 community meal sessions is available to community organisations that meet the City of Melbourne's key objectives. A maximum subsidy of 200 meals per session also applies.

### **Objectives**

Program objectives are to:

- Encourage a healthy and active lifestyle for older people
- Support older people to participate in community activities
- Contribute to the development of diverse community resources for older people
- Acknowledge and support community organisations and groups offering a range of services and activities in the City of Melbourne for older people
- Enjoy a community meal in the company of friends.

### **Eligibility**

To be eligible for a community meals subsidy an organisation must:

- Be a not for profit community group, association or entity
- Provide regular services, activities or programs for people in the municipality that are over the age of 55
- Have public liability insurance or submit an adequate risk management plan
- Have an ABN (Australian Business Number) or an ABN Exemption Form
- Have complied with previous funding and grants or subsidies including acquittal, have no outstanding debts to the City of Melbourne and have a good reputation

### **Terms and Conditions**

For your application to be successful, you must (among other things):

- Enter into a service agreement with the City of Melbourne and comply with it

- Provide information to establish your not-for-profit status such as your incorporation number, and registration as a charity or not-for profit
- Provide a list of names and addresses of members indicating those who are over the age of 55 and will be participating in the community meals program or a list of the suburbs or postcodes of members over the age of 55 that will be participating in the meals program
- Issue the City of Melbourne with an invoice or tax invoice for the subsidy
- Use the community meals subsidy as indicated in your application by 31 December 2016 and return any unspent funds to City of Melbourne
- Acknowledge City of Melbourne's contribution in any promotional material, publicity and in financial statements to members and invite the Lord Mayor and Councillors to any significant community meal event
- Comply with all Victorian and Australian laws including food safety
- Inform the City of Melbourne if any information submitted in your application changes during the year
- Fully indemnify the City of Melbourne in respect of personal injury, loss or damage of any kind arising from or in relation to the subsidised activities or breach of agreement conditions
- Have a Committee of Management or team of people including volunteers or paid staff that accept responsibility for coordinating the subsidised community meal sessions
- Be based and meet at least monthly in the City of Melbourne (please see attached map)
- Have a minimum of eighty per cent of participants residing in the City of Melbourne if the applicant organisation is located, meets and has the subsidised community meal outside of the City of Melbourne's municipal boundaries (please see attached map).

## **Quality Food**

The Victorian Food Act 1984 seeks to ensure food safety. Anyone selling food is required to comply with the Food Act. There are two main methods by which your organisation can provide the community meals:

- **Contract Catering** – Under this arrangement you may contract a caterer to prepare and/or deliver meals to your venue. The contract caterer must be a registered food premise with their local council and must comply with the Food Safety Standards. Alternatively, you do have the option to nominate to eat out at a local restaurant.
- **Self-Catering** – Under this arrangement members of your group prepare the meals and do all the associated tasks of shopping, cooking, reheating, portioning, cleaning and

serving. In this case, you are required to register your venue with City of Melbourne's Health Services branch.

For further information regarding Food Act registration and food safety handling information contact the City of Melbourne's Health Services on 9685 8815 or the Healthy Ageing Team, Ageing and Inclusion on 9658 9507. You can also visit the Victorian Department of Health Food Safety <sup>1</sup>website for further information on safe food handling and community groups.

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<sup>1</sup> <http://www.health.vic.gov.au/foodsafety/>

## **Section 2: Completing your application**

### **Ways to submit an application and assistance**

Applications and supporting materials can be submitted by email, post or in person.

A hard copy application form, the guidelines and the acquittal report for the 2016 Community Meals Subsidy is posted to all previous successful applicants and to any new organisations and community groups that have requested to be added to the mailing list for this program. Alternatively the information can be downloaded from the City of Melbourne website<sup>2</sup>.

### **Submitting your application by email**

Applications and supporting material submitted via [email](#)<sup>3</sup> must be signed where indicated and scanned before submission.

### **Submitting your application in Hard Copy (Paper)**

Hard copy applications can be submitted together with supporting material by the following:

#### **Post**

Healthy Ageing Team, Ageing and Inclusion  
City of Melbourne  
GPO Box 1603  
Melbourne VIC 3001

#### **In person**

Healthy Ageing Team, Ageing and Inclusion  
City of Melbourne  
Floor 3, Council House 1, 200 Little Collins Street  
Melbourne VIC 3001

### **Information and assistance**

If you need assistance submitting your application or need to speak to City of Melbourne staff two information sessions will be held:

#### **Session 1**

Wednesday 8 July 2015, 10.30am to 12pm.

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<sup>2</sup> [www.melbourne.vic.gov.au/grantsandsponsorship](http://www.melbourne.vic.gov.au/grantsandsponsorship)

<sup>3</sup> [healthyageing@melbourne.vic.gov.au](mailto:healthyageing@melbourne.vic.gov.au)

Melbourne Town Hall, Bunjil Room, Floor 4, 90-120 Swanston Street, Melbourne.

## **Session 2**

Monday 13 July 2015, 10.30am to 12pm.

Melbourne Town Hall, Bunjil Room, Floor 4, 90-120 Swanston Street, Melbourne.

Please bring all the required information including your application form with you if you intend to submit your application at this session. Please ensure that as much information as possible is completed on the form prior to the session.

To attend the Community Meals Subsidy Program information sessions, please call 9658 9507 or [email](#)<sup>3</sup>. Please let us know when registering if you need a language or sign interpreter.

If you require further information and assistance with your application for the 2016 Community Meals Subsidy Program, please contact Healthy Ageing on 9658 9507 or [email](#)<sup>3</sup>.

If you are deaf, hearing-impaired, or speech-impaired, we ask that you call us via the National Relay Service on Teletypewriter (TTY) users phone 133 677 then ask for 03 9658 9658 or Speak and Listen users phone 1300 555 727 then ask for 03 9658 9658.

See our [Multilingual Information lines](#)<sup>4</sup> for a telephone service meeting the needs of residents from linguistically diverse backgrounds.

## **Auspice organisations**

If your group is not a legal entity you will need an auspice for your application. By doing this the auspice or host organisation is accepting all responsibility and if the application is successful will be the organisation that will enter into an agreement with the City of Melbourne.

## **Lobbying**

Canvassing or lobbying of councillors, employees of the City of Melbourne or assessment panel members in relation to any grant, subsidy and sponsorship applications is prohibited.

## **Privacy statement**

The City of Melbourne is committed to protecting your privacy in accordance with the Privacy and Data Protection Act 2014. Any personal information collected by City of Melbourne will be used for the purpose of assessing applications/requests for meals under the Community Meals Subsidy Program and verifying which suburb members reside in, or any other directly related purpose.

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<sup>4</sup> <http://www.melbourne.vic.gov.au/CommunityServices/MulticulturalServices/TranslationServices/Pages/TranslationServices.aspx>

It will not be disclosed to any other external party without your consent, unless required or authorised by law. Organisations not wishing to provide the names and addresses of members may still participate in the program provided they submit a list of members' residential postcodes. If you wish to alter any of the personal information you have supplied to City of Melbourne, please contact us via telephone 9658 9507 or [email](#)<sup>3</sup>.

#### **Important dates**

**Applications open:** Monday 22 June 2015

**Information and assistance:** Wednesday 8 July 2015 10.30am to 12 noon

Monday 13 July 2015, 10.30am to 12 noon

**Applications close:** Friday 24 July 2015

**Applicants notified of results:** November 2015

### **Section 3: Assessment and approval**

Applications are assessed by an internal panel of City of Melbourne officers based on the eligibility criteria and the objectives of the 2016 guidelines. The panel is required to declare any conflict of interest prior to assessing applications and making recommendations. The final approval of the recommended subsidy is made by Council and/or the Chief Executive Officer. The list of successful applicants will be published on the City of Melbourne's website.

The assessment panel reserves the right to:

- Reject any application that does not meet the criteria and objectives
- Request further information in considering applications
- Recommend partial funding

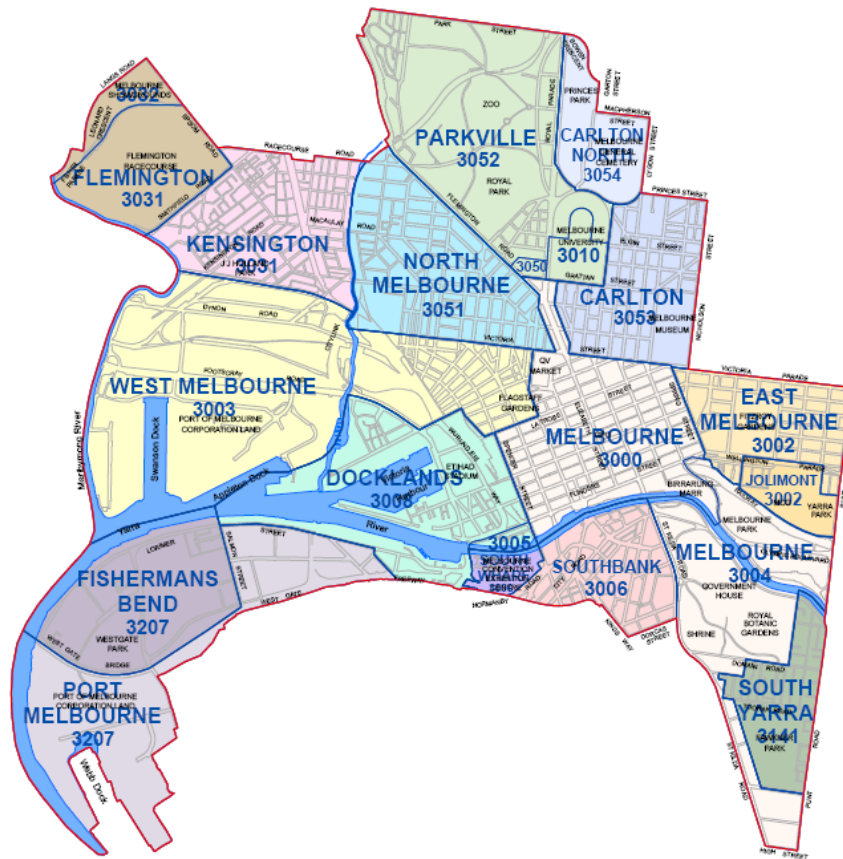
Applications that are ineligible will be excluded from the recommendations for approval and applicants be notified in writing.

#### **Feedback**

Decisions made by Council and / or by the Chief Executive Officer are final but applicants who are not satisfied with the decision of their application can request to meet with City of Melbourne officers to debrief.

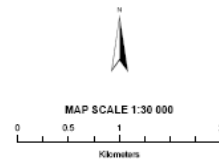
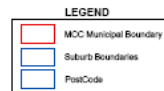
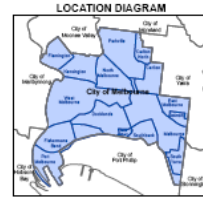


# Attachment A: Map of City of Melbourne



## SUBURBS & POSTCODES

City of Melbourne



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