

The ACT Health Promotion Grants Program

2012/13 Community Funding Round

Funding Guidelines

**Supporting people in the ACT community to
live a healthy, active life**

Closing Date: Monday 19 December 2011



Contents

1	Important Information for Applicants	3
1.1	Opening and Closing dates	3
1.2	On-line Application through SmartyGrants	3
1.3	Information Session	3
1.4	Contact Information.....	3
2	The Community Funding Round	4
2.1	What is the Purpose of the Funding Round?.....	4
2.2	Funding Priorities	4
2.3	Affirmative Action Area	4
2.4	Available Funding	5
3	Funding Policies	5
3.1	Eligibility requirements	5
3.2	What will not be funded	6
4	Selection Criteria	7
5	Additional Information	8
6	The Assessment Process.....	8
7	Grant Reporting Requirements	9
7.1	One year funding	9
7.2	Multi- year funding	9

1 Important Information for Applicants

1.1 Opening and Closing dates

- **Applications open:** Saturday 22 October 2011
- **Applications close:** 11:59pm Monday 19 December 2011

1.2 On-line Application through SmartyGrants

The ACT Health Promotion Grants Program (ACTHPGP) is now using an on-line grants management system operated through SmartyGrants. This system streamlines the application and grants management processes. You can find the application form at <http://acthealth.smartygrants.com.au/CommunityFunding2012-13>.

SmartyGrants is the preferred method of application. If you are unable to submit your application on-line please contact the ACTHPGP (see contact information below). If needed, a hard copy application will be supplied to you. Please note if you submit a hard copy application, the closing time is 5:00pm Monday 19 December 2011. ACTHPGP staff will then transfer your application to the on-line system.

1.3 Information Session

An information session will be held to discuss the direction of the round.

Details:	Date:	Thursday 10 November
	Time:	4:00pm – 5:00pm
	Location:	Seminar Room, Rheinberger Centre Yarralumla, 2602

1.4 Contact Information

For further information please contact the ACT Health Promotion Grants Program on (02) 6205 1325 or email hpgrants@act.gov.au or visit the ACT Health Promotion Grants Program website at www.health.act.gov.au/hpgrants

2 The Community Funding Round

2.1 What is the Purpose of the Funding Round?

The 2012-13 Community Funding Round aims to support activities related to the promotion of good health in general and the prevention of chronic disease with a particular focus on reducing health inequalities. Organisations will be funded to strengthen the capacity of individuals and communities to make healthy choices. The funding round aims to build the capability of organisations to adopt health promotion principles, practices and policies and to deliver a range of health promotion strategies. For more details about health promotion principles and practices visit [the Ottawa Charter](#).

2.2 Funding Priorities

The Community Funding Round has a significant focus on priorities under the Council Of Australian Governments (COAG) National Partnership Agreement on Preventive Health and the ACT Health, A Healthy Future - Preventative Health Budget initiative 2009 -12. **Projects must address one or more of the following priority areas to be considered for funding:**

- ◆ Physical activity
- ◆ Healthy nutrition
- ◆ Mental health promotion
- ◆ Smoking prevention, cessation or reduction
- ◆ Responsible consumption of alcohol

Applications that target groups within the community who are disadvantaged or particularly at risk of poor health outcomes are strongly encouraged. These groups include:

- ◆ Aboriginal and Torres Strait Islander people
- ◆ People from Culturally and Linguistically Diverse backgrounds
- ◆ People living with disabilities
- ◆ Mental health consumers and carers; and
- ◆ People with a low socio economic status.

Applications that work towards addressing one or more of the social determinants of health are strongly encouraged. The social determinants of health include:

- ◆ The social gradient (What you do, How much you earn, Who you are, Where you live);
- ◆ Stress;
- ◆ Early life;
- ◆ Social exclusion;
- ◆ Working conditions;
- ◆ Unemployment;
- ◆ Social support;
- ◆ Addiction;
- ◆ Healthy food;
- ◆ Transport policy

For more information on the social determinants of health visit the [social determinants of health](#).

2.3 Affirmative Action Area

The ACT Government Health Directorate supports the objectives of the National Strategic Framework for Aboriginal and Torres Strait Islander Health 2003-2013 and the Council of Australian Governments (COAG) Initiative, *Closing the Gap* to achieve coordinated, collaborative and multi-sectoral action for Aboriginal and Torres Strait Islander health. The ACT Health Promotion Grants Program funding policies will therefore be applied flexibly to applications received from Aboriginal and Torres Strait Islander

organisations and other organisations applying for grants that specifically address Aboriginal and Torres Strait Islander health.

2.4 Available Funding

- The total funding pool for the Community Funding Round is \$1.2 million.
- There are no restrictions on the amount for which one organisation can apply.
- Projects may be partially funded, after the Assessment Panel is satisfied that this will not disadvantage the project.
- Successful applicants will receive the funding in July 2012. The project completion date is 30 June 2013, unless multi-year funding is granted.
- Multi-year funding of up to three years is available, but projects must show development over the years of funding requested to be considered. Multi-year applications may be assessed for partial funding and/or for a lesser funding duration than applied for.
- **If you are GST Registered the ACT Health Promotion Grants Program will add an additional 10% GST to the grant amount awarded.**

3 Funding Policies

3.1 Eligibility requirements

Applications WILL NOT be assessed for funding unless ALL of the following criteria are met. Applicants must:

1. Be one of the following
 - a not-for-profit incorporated association or company;
 - a government agency or statutory body;
 - a not-for-profit organisation with other legal status

OR

 - a not for profit organisation in an auspice arrangement with one of the above.
2. Have an Australian Business Number (ABN) OR have an eligible auspice with an ABN
3. Have a current public liability insurance policy with a minimum of \$10 million in cover. Organisations without insurance must provide a quote from an insurance company and must then become insured for \$10 million public liability upon becoming successful for funding. **EVIDENCE OF YOUR CURRENT PUBLIC LIABILITY INSURANCE OR QUOTE MUST BE INCLUDED WITH YOUR APPLICATION.**
4. Deliver all projects in the ACT with ACT residents.
5. Complete all questions in the application form.
6. The declaration on page 16 of the application form must be made by the person with ultimate responsibility for the organisation. It can not be the project officer, treasurer, finance manager, etc unless it is explicitly stated they have the same authority or are acting as the Director/CEO/Principal/P&C President etc or equivalent.)
7. Have no overdue reporting requirements for any previous **ACT Government** grants. This applies to both **applicant and auspice** organisations. Reporting requirements may include submission of completed evaluation forms, acquittal reports and audited financial statements. (Phone 62051325 to check for any overdue ACT Health Promotion Grants Program reporting requirements and

contact other relevant ACT Government grant programs for any other overdue reporting requirements.)

8. Not be a political party. A Political Party is defined as an organisation, incorporated or unincorporated, an object or activity registered under the ACT's Electoral Act 1992 or registered nationally or in a State/Territory as a political party.

3.2 What will not be funded

- Costs of products or activities which are core business of the organisation. These include the infrastructure costs associated with running an organisation (e.g. employment of core staff, equipment, core programs, leasing or maintaining real estate).
- Any activity or event that does not occur within the ACT with ACT residents.
- Projects that have received funding from the ACT Health Promotion Grants Program for three years.
- Projects that do not contribute to the aims of the ACT Health Promotion Grants Program.
- Applications that primarily fund research.
- Applications that primarily fund training.
- Major capital works and purchase of major equipment, plant or vehicles, for example, building construction activity required to create an asset, air conditioning plants, cars. Projects requiring transport for participants are encouraged to discuss their requirements with their [Regional Community Bus Service](#).
- Fixed sun protection structures such as shade sails.
- Products that have already been produced; activities that have already occurred; or costs that have already been incurred.
- The purchase of food items not associated with a food skills/nutrition education training program e.g. food purchased for breakfast programs or catering. (Food may be considered for funding if it is an integral component of a food skills/nutrition education training program or linked to a specific learning outcome of the project.)
- Food skills/nutrition education training programs that are not developed by a tertiary qualified nutritionist and/or dietitian.
- Equipment will be considered for funding to a limited amount only when it is specific to the project and demonstrated by the applicant to be essential to the outcome of the project.
- Costs associated with administration of the grant should not exceed more than 20% of the total project's budget.
- The cost of public liability insurance will be considered for funding only if it is required to build the capacity of smaller groups.

4 Selection Criteria

All funding applications will be assessed against the following selection criteria:

1. Health promotion practices and principles

The application shows evidence of a comprehensive and positive approach to health that incorporates a range of health promotion practices and principles as outlined in the [Ottawa Charter](#).

The project strategies work towards addressing the broad determinants of health including risk factors and health enhancing factors.

The project is based on population or community based approaches (rather than one to one interventions or direct health service delivery).

The project addresses health inequalities.

The project encourages participation and empowerment amongst the target group through engagement in the process of planning, decision-making and creative development.

2. Improve health and wellbeing

The project demonstrates the potential to increase knowledge and change attitudes and behaviours to improve health and wellbeing in the target population.

3. Evidence of need

The need for the project in the target community is demonstrated. Evidence of target group needs and priorities is included. Consultation with the target community is documented.

Evidence can be provided as copies of surveys, notes from community meetings, letters from key organisations supporting the project, data from interviews, recorded observations from the community or analysing your organisation's records.

4. Planned approach

A planned approach is demonstrated including clear, specific project objectives and key milestones.

5. Partnerships

The application demonstrates the organisation's commitment to engaging with other relevant organisations.

Evidence of support (letters or emails) from key partners is included with the application.

6. Project expenditure

The budget is realistic and clearly details all expenditure for the project.

The application demonstrates value for money.

7. Project sustainability

The application outlines how the project will maintain outcomes beyond the funding period.

8. Evaluating project impact

The application contains evidence of the applicant's ability to collect and interpret information about the project's impact.

5 Additional Information

When preparing this grant application please note that:

- Successful applicants will be required to submit a detailed project plan (template will be supplied) upon return of the signed Deed of Grant as a condition of funding. **This project plan will need to be approved by the ACT Health Promotion Grants Program before funding will be distributed.** Support will be provided to develop project plans.
- Organisations applying for projects over \$50,000 will be required to:
 - Allocate a minimum of 10% of funding towards the evaluation of the project in the budget; and
 - Submit a detailed project plan (as above) with clear evaluation strategies.
- In-kind support and matched funding from the applicant will be highly regarded by the assessment panel.

6 The Assessment Process

When we receive your application, it will be checked to ensure eligibility for funding. (Please refer to Page 5 for eligibility requirements.) All eligible applications are then provided to assessment panel members to be rated. The assessment panel is chaired by a senior staff member of the Health Promotion Branch. Panel members are selected from relevant ACT Government departments and community organisations.

Each application will be assessed against the guidelines and selection criteria on the application form. In addition, the assessment panel will consider the application as a whole and make an assessment as to the merit of the application in meeting the aims and objectives of the funding round and in its overall ability to address priority health issues for the ACT community. Applications are assessed in relation to all other applications received.

Recommendations for funding will then be made to the Minister for Health for final approval. Applicants will be advised of the outcome of their application as soon as a decision has been made by the Minister for Health. **The ACT Health Promotion Grants Program is unable to provide feedback on the outcome of any application prior to the conclusion of the assessment process.**

7 Grant Reporting Requirements

7.1 One year funding

All successful organisations with one year funding will be required to submit the following documents by **30 September 2013**, to ensure accountability for grant expenditure:

- an acquittal of the grant that provides a detailed breakdown of the grant expenditure;
- an evaluation of the project; and
- a Partnership Assessment Tool (for organisations funded over \$10,000)
- a copy of the organisation's **audited financial statements** covering the period of the funding

Forms will be available through Smartygrants or by contacting the ACT Health Promotion Grants Program on (02) 6205 1325 or email hpgrants@act.gov.au.

7.2 Multi- year funding

All successful organisations with **multi-year funding** will be required to submit the following documents by **31 July** of each interim funded year in order to receive funding for the following year:

- an interim progress report; and
- an acquittal of the grant that provides a detailed breakdown of the grants expenditure.

In the final year of multi-year funding, successful organisations will be required to meet the reporting requirements detailed in 7.1 by **30 September** of the final funded year.

Forms will be available through Smartygrants or by contacting the ACT Health Promotion Grants Program on (02) 6205 1325 or email hpgrants@act.gov.au.

Please note: To be eligible to apply for funding in future grant rounds, organisations must meet all ACT Government Grant Program Reporting Requirements.