



# SMART School Grant

## APPLICATION FORM

Please complete all sections of the application and provide TWO copies  
to Healthway TWO months  
before you wish to start the program.  
Faxed applications will NOT be accepted.





## BACKGROUND

SMART School Grants are an initiative of the Healthway funded Smarter than Smoking Project. The Project is implemented by the Heart Foundation in collaboration with a number of leading health agencies all committed to reducing the prevalence of smoking among 10 to 15-year-olds in Western Australia. Since the commencement of the project in 1995, a range of strategies such as mass media, school based education, advocacy and sponsorship have been successfully employed to tackle youth smoking.

## A SMART SOLUTION

Healthway is offering grants of up to \$2,500 to support Western Australian school communities to reduce tobacco related harm. In return for funding, schools are required to conduct a range of youth smoking prevention activities including;

- Forming a Smarter than Smoking school committee
- Revising or developing school smoking guidelines
- Instigating an extension of classroom activities on smoking related issues
- Conducting a drama/art/music or debating event using a youth smoking theme
- Promoting the Smarter than Smoking message at a major school sporting event
- Involving parents and the community in the SMART school activities
- Creating publicity about the school's SMART activities

**Additional Funding:** Schools can also apply for up to \$500 in additional funds to develop their own innovative strategies and further develop activities outlined in the grant application to address youth smoking.

**Please Note:** SMART School Grants must be used to support youth smoking prevention activities within the school. Health Promoting Schools Grants are available from Healthway to support WA schools to develop projects that promote the health of their students. Schools are encouraged to undertake activities that promote the priority health areas of mental health, nutrition and/or physical activity. For further information please contact Healthway on 9476 7000 or visit [www.healthway.wa.gov.au](http://www.healthway.wa.gov.au)

## BUDGET

Grant monies **can** be used for:

- Purchasing Smarter than Smoking merchandise such as water bottles, caps, pens and wrist bands for prizes or incentives for the committee and students involved in activities – please refer to the enclosed Smarter than Smoking order form **(Maximum of \$500)**
- Purchasing Smarter than Smoking curriculum based resources such as 'Keeping Ahead of the Pack' and the 'Ideas Kit for Upper Primary Teachers'
- Purchasing resources required to conduct classroom activities such as stationery items (e.g. marker pens, butchers paper, blue tack) **(Maximum of \$100)**
- Administrative costs associated with classroom activities or publicity such as postage
- A maximum of three days of teacher relief
- Purchasing materials required to make Smarter than Smoking promotional items such as signs, posters, props **(Maximum of \$500)**
- Catering expenses for promotional activities/guidelines launch/parent activities **(Maximum of \$100)**

Grant monies **cannot** be used for:

- Sporting equipment/uniforms
- Camps
- Non disposable art/music/drama equipment such as binding machines, badge machines, guillotines
- Teacher PD/salaries
- Purchasing capital items or office equipment such as computers, videos, cameras
- Profit making initiatives
- Excursions or incursions such as guest presenters
- Curriculum based resources with the exception of Smarter than Smoking's 'Keeping Ahead of the Pack' and the 'Ideas Kit for Upper Primary Teachers'

*A Smarter than Smoking resource order form has been included to assist you with your budget.*

## CRIMINAL RECORD AND WORKING WITH CHILDREN CHECKS

Schools applying for this grant are reminded of their responsibilities in respect to the Working with Children (Criminal Records Checking) Act 2004 – please refer to the following website for more information: [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au). Schools that receive a grant are required to:

- Comply with the Working with Children (Criminal Records Checking) Act 2004; and
- Conduct criminal record checks for employees and volunteers as required.

## COMPLETING YOUR APPLICATION FORM

When completing your application form, consider the following:

- Applications may be typed or hand written
- Bullet points may be used to describe activities
- Be specific and describe your activities as clearly as possible
- If your school has received a SMART School Grant in the past, provide details on what was done as part of the grant and how your school plans to build on this
- Ensure all costs listed in your budget are clearly defined within your application

For assistance with completing your application or examples of successful grant applications please contact the Smarter than Smoking project on 9388 3343 or email [SMART@Heartfoundation.org.au](mailto:SMART@Heartfoundation.org.au).

To discuss any administrative aspects of your application please contact Healthway on 9476 7000 or 1800 198 450.

## SUPPORT FOR SCHOOLS

Successful schools will be provided with a 'SMART School' kit containing Smarter than Smoking educational resources and information to assist with the planning and implementation of grant activities. The Smarter than Smoking Project is available to support schools with the planning and implementation of grant activities.

# Smarter than Smoking SMART School Grant Application Form

Please complete all sections and provide two copies of your application to Healthway.

## SCHOOL DETAILS

Name of School: \_\_\_\_\_

School Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Website: \_\_\_\_\_

School ABN: \_\_\_\_\_

Education Sector

(Tick one box only)

AISWA

CEO

EDWA

## CONTACT PERSON - RESPONSIBLE FOR DAILY CO-ORDINATION OF THE PROJECT

Title (Mrs, Ms, Miss, Mr, Dr, Prof etc): \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: Wk: \_\_\_\_\_ Hm: \_\_\_\_\_ Fax: \_\_\_\_\_

Mob: \_\_\_\_\_ Email: \_\_\_\_\_

Would you like Healthway's bi-monthly eNews to be sent to the email address provided above? Yes  No

**DETAILS OF FINANCIAL INSTITUTION – THIS ALLOWS FUNDS TO BE TRANSFERRED ELECTRONICALLY TO THE SCHOOL ACCOUNT**

Name of Account			
Name of Institution (include address)			
Account Number		BSB Number	(6 digits)

**TIMELINES**

When will the project <b>commence</b> ?	
When will the project <b>conclude</b> ?	

**TARGET GROUP – who will participate?**

Healthway is seeking to target young people who are more likely to experience poor health, such as Indigenous people and people who are socially or economically disadvantaged. Please estimate the number of people involved in your project

Age Group	Non-disadvantaged		Indigenous		Other Disadvantaged Groups	
	Male	Female	Male	Female	Male	Female
Children 12 and under						
Youth 13-17						
Adults 18+						

**HAVE YOU HAD, OR ARE YOU CURRENTLY RECEIVING A HEALTHWAY GRANT?**

If Yes, please provide (most recent grant)      File No.       Approved Amount  \$

Amount of Healthway funding requested in this application      \$

**SMART ACTIVITIES**

Each of the following activities **MUST** be undertaken as part of the SMART School Grant. **Clearly describe what you will do for each activity.** Examples of activities that may be conducted are provided to assist you. If your school is not able to conduct some of the following activities, please contact Healthway on 9476 7000 or 1800 198 450.

**1. SMARTER THAN SMOKING SCHOOL COMMITTEE**

Form a Smarter than Smoking school committee consisting of interested students, teachers and parents. The committee will be responsible for planning and implementing grant activities. For example, consider:

- Identifying an existing school committee (e.g. Health Committee) to take on this role
- Encouraging students, teachers and parents to join the committee through the school newsletter and website
- Encouraging teachers from different learning areas to be involved
- Holding a lunch time information session to inform interested students about the grant and role of the committee
- Providing regular updates on the progress and work of the committee in the school newsletter and website.

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## **2. SCHOOL SMOKING GUIDELINES**

Develop, review and/or rewrite the school's smoking guidelines to supplement the Department of Education and Training's "Smoking in the Workplace" policy. For example, consider:

- Involving staff, students and parents in the development or revision of the guidelines
  - Hosting a school assembly, breakfast or morning tea to launch the guidelines
  - Conducting a staff in-service on the (new or revised) guidelines and implications for the whole school community including students, staff and parents
  - Promoting the school smoking guidelines to staff, students and parents through the school newsletter and website.
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## **3. EXTENSION OF CLASSROOM ACTIVITIES**

In conjunction with your standard lessons on tobacco control education with students, conduct some extension activities. For example, consider:

- Adapting classroom activities outside of health education to incorporate a tobacco theme. Ideas for these activities may be found in the Smarter than Smoking resources, 'Keeping Ahead of the Pack' (lower secondary) and 'Ideas Kit for Upper Primary Teachers' and the School Drug Education and Road Aware resilience, drug education and road safety resources, 'Challenges and Choices'.
  - Conducting a weekly lesson focusing on a different smoking issue each week. Develop student quizzes based on these lessons to consolidate student learning.
  - Conducting peer support lessons or activities where higher grade students work with lower grade students on smoking prevention activities
  - Working with local shopkeepers to reduce tobacco sales to minors
  - Providing support activities to assist smokers to stop smoking.
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## **4. DRAMA, ART, MUSIC OR DEBATING EVENT**

Conduct a drama, art, music, debating or other event where the theme incorporates youth smoking issues. The event should be displayed or performed to the whole school, other schools (including local feeder schools) and the local community, where possible. Work with students to coordinate and promote the event through posters or fliers designed by the students with a smoking prevention message. For example, consider:

- Performing a drama production with a Smarter than Smoking message
  - Hosting a smoke-free Smarter than Smoking battle of the bands or concert
  - Conducting a Smarter than Smoking Arts competition. Categories may include poems and various forms of artwork. Display artwork as an exhibition to be viewed by students, teachers and parents.
  - Conducting a series of debates on various smoking related topics. Hold the debate within the school or challenge a neighbouring school.
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## 5. SPORTING EVENT

Brand at least one major school sporting event (e.g. sports or swimming carnival) with the Smarter than Smoking message. For example, consider:

- Referring to your event as 'The Smarter than Smoking Athletics Carnival' and including the Smarter than Smoking logo on all promotional materials
- Working with students to design promotional materials such as banners, signs, posters and fliers to promote the event and be displayed during the event
- Working with students to design t-shirts and logos to be worn by the sporting teams
- Working with students to develop announcements regarding the dangers of smoking and the benefits of maintaining a smoke-free lifestyle to be announced over the public address system during the event
- Conducting smoking related activities focusing on the effects of smoking on being active during the event.

## 6. PARENT AND COMMUNITY INVOLVEMENT

Involve parents and the community in the SMART school activities. For example, consider:

- Including a regular news feature on youth smoking issues in the school newsletter, website or local newspaper
- Conducting interactive parent/child activities focusing on youth smoking issues
- Conducting a circuit of smoking related activities for parents to complete with students
- Hosting a Parent Information Evening on smoking and other drug related issues.

## 7. PUBLICITY

Showcase the above events through the school newsletter, website and other promotional channels. For example, consider:

- Contacting the local media (e.g. community newspaper, radio station) to create publicity and showcase grant activities
- Recruiting media students as public relation consultants to coordinate the promotion of grant activities.



## UNDERTAKINGS AND CONDITIONS OF GRANT:

If your application is successful these undertakings and conditions will form part of your contract with Healthway.

### We agree:

- To establish a permanent smoke free environment in all indoor and outdoor areas and functions under our control.
- That no person will smoke or be seen to carry tobacco products while officially involved with this grant.
- To ensure that the school complies with all relevant State and Federal legislation, as applicable; e.g. Working with Children (Criminal Records Checking) Act 2004.
- To acknowledge the support of Healthway and Smarter than Smoking verbally and on written materials (e.g. logos on flyers, posters).
- To invite representatives from Healthway or the Smarter than Smoking project to visit the project.
- To use the grant for the approved purpose only.
- Undertake all the strategies listed on the application form.
- To return any unspent monies to Healthway.
- To seek approval from Healthway for any changes related to the project, including changes to the budget.
- To provide within four weeks of the project's completion, the following:
  - [a] an evaluation of the project on the form provided; and
  - [b] a statement of income and expenditure, showing how the funds were spent, duly certified by the Executive Officer/Principal of the school.
- To acknowledge the right of Healthway to terminate this agreement if the project is not carried out according to the agreed proposal, or within the timeframes.
- In the event of the agreement being terminated to repay any part of the grant which has not been spent as authorised or is in any way unused.
- Agreement for issue of Recipient Created Tax Invoices (RCTIs) as follows:
  - [a] Healthway can issue tax invoices in respect of the supplies where appropriate;
  - [b] We shall not issue tax invoices in respect of supplies where Healthway has generated a RCTI;
  - [c] We acknowledge that we are registered for GST at the time of entering into this agreement and will notify Healthway if we cease to be registered; and
  - [d] We agree to remit GST to the Australian Taxation Office on supplies that we make to Healthway.

Healthway acknowledges that it is registered for GST at the time of entering this agreement and will notify your organisation if it ceases to be registered or if it ceases to satisfy any of the requirements generating RCTIs.

## DECLARATION

I declare that the information presented on this form is correct and understand that if approved by Healthway, we will abide by these undertakings and conditions detailed above.

### Contact Person:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Position

\_\_\_\_\_

Date

### Principal/Other

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This form should be signed by the person responsible for the project and witnessed by another office bearer from the school, normally the Principal unless they are the first contact person. Healthway staff will contact you if additional information is required.

**Healthway will not accept late applications or applications sent by email or facsimile transmission.**

**Post your application to:**

Healthway, PO BOX 1284, WEST PERTH WA 6872

**Or hand deliver to:**

Ground Floor, 24 Outram Street, WEST PERTH WA 6005

Personal information collected by Healthway will be handled in accordance with the Privacy Act 1988.  
For further information please contact our Privacy Officer at this office.