GOVERNMENT OF WESTERN AUSTRALIA

healthway

Healthy Communities Program

Guidelines for grant requests **up to $5,000**



March 2024

Creating a healthier WA together

Our Healthy Communities Program works in partnership with organisations to create a healthy and more active Western Australia. Our funding is prioritised to the health issues and population groups outlined in our **Strategic Plan 2024-2029: Creating a healthier Western Australia together.**

These guidelines provide an outline of Healthway's Healthy Communities Program for funding up to $5,000, including details around eligibility requirements, the request and assessment process. There are separate guidelines when the amount requested is over $5,000.

Please contact the our Health Promotion Team to discuss your ideas prior to developing your proposal on 133 777 or email **healthway@healthway.wa.gov.au.**

Requests must be received at least **FOUR calendar months** prior to the commencement of your project.

Up to $5000 funding

The objectives of this program are:

- To fund activities related to the promotion of good health in general, with particular focus on children and young people, including children in their early years.
- To provide funding to organisations engaged in health promotion programs.

Requests for Healthy Communities funding should aim to increase individual knowledge and skills, change behaviour and implement community and organisational policies to create environments that support good health.

What are our strategic priorities?

Healthway's Strategic Plan 2024-2029: Creating a healthier Western Australia together details our priorities across five strategic health areas:



Promote healthy eating



Promote active living



Promote mental wellbeing



Prevent and reduce use of tobacco, e-Cigarettes and other novel tobacco products



Prevent and reduce use of alcohol

Our Strategic Plan reflects current evidence and complements state, national and international health promotion plans, strategies and policies.

We acknowledge many people in our community face barriers to good health and we remain committed to working with a range of partners to find new and innovative ways to achieve better health for Western Australians that need it the most. We prioritise:

- Early years (aged 0-5 years)
- Children (aged 6-12 years) and young people (aged 13-17 years)
- Aboriginal and Torres Strait Islander people
- People from Culturally and Linguistically Diverse communities
- People living in rural and remote communities
- People experiencing disadvantage
- People with disabilities
- The LGBTQIA+ community.

Eligibility

Eligible organisations include:

- **Incorporated associations** under the Associations Incorporation Act 2015 (WA).
- **Indigenous organisations** under the Corporations (Aboriginal and Torres Strait Islander Act 2006 (CATSI).
- **Companies registered under the Corporations Act 2001** (Cth).
- **Statutory Bodies** (e.g. State government school, Public Health Unit, Local Government Association).
- **Trusts,** operating via a Trustee.

In addition, to be eligible for funding you must:

- Be ABN registered or provide an ATO 'Statement by Supplier' form.
- Have fulfilled all previous acquittal requirements for Healthway funded programs.
- Maintain a general public liability insurance policy of a least $10,000,000 for the term of the project.
- Have appropriate Health and Safety and Risk Management policies and practices in place to deliver the project.
- Comply with all State and Commonwealth Laws which apply to the project.



What funding cannot be used for

Funding cannot be used for:

- Any activity or event that does not occur in Western Australia.
- Overseas and interstate travel, camps, conferences, trade exhibitions, events, workshops, catering and food.
- Capital works, equipment, fundraising, purchase of infrastructure or costs associated with running an organisation.
- The advancement or promotion of a religion, religious outlook or faith-based activities.
- The advancement or promotion of a political organisation or political outlook.
- School activities that form part of the core curriculum.
- Activities that are already established, have been previously trialled or duplicate existing activities.
- Ongoing projects that require continuing support.
- Programs that are the responsibility of State or Federal Government. However, this may not preclude corporate ventures.
- The production of films, videos, books, pamphlets and publications that are not part of a broader program.
- Treatment/rehabilitation/counselling/therapy and direct health service delivery or the provision of food and welfare assistance.
- Projects that are not based on best practice in health promotion.
- Auspiced funding arrangements.

What are our requirements for funding?

Requirements for funding	What you will need to do
Conditions of Funding	• Grant applicants are required to read and agree to our **Conditions of Funding** as part of a request to Healthway. A Conditions of Funding document that has been signed by the person(s) legally able to enter contracts must be uploaded with your request.
Co-Supporters Policy	• Organisations and their affiliates cannot accept any form of funding from tobacco companies or their related foundations or have any direct or indirect arrangements, connections or dealings with the tobacco industry. • Organisations may not be eligible for funding if they receive funding or have an association with unhealthy brands or companies (Food and drinks, alcohol, and gambling). Please review our **Co-Supporters Policy** for more information. • If applicable, please complete the declaration form relating to supporters with unhealthy brands (monetary or product) either directly or through a third party. The Co-Supporter Declaration Form will need to be uploaded with your request when it is submitted.
Working with Children	• Organisations that receive Healthway funding 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. **More information is available here.**



What is the request and assessment process?

Grant applicants are required to complete a Healthy Communities Funding Request Form which is available from the **Lotterywest Healthway Grants Portal.** All requests for funding are assessed by Heathway and recommendations are approved by the Board and Minister for Health. During the assessment process we may liaise with other relevant stakeholders including Lotterywest and/or funding partners to discuss your request.

We are looking to fund projects that:

- Promote health or prevent illness in the community.
- Can be run as a pilot and used as a model in other communities.
- Use population or community-based approaches (rather than one-to-one interventions) which address strategic priorities and target population groups.
- Address health inequalities based on gender, age, Aboriginality, ethnicity, disability, geographical location or socio-economic status.
- Aim to improve health in community settings and actively involve the formation of partnerships with groups or organisations working in those settings.

Your request will be assessed using criteria including:

- Its focus on health promotion or the prevention of illness or injury using a population or community-based approach.
- The potential of the project to increase knowledge, change attitudes or behaviours to improve health.
- The ability of the project to address Healthway's strategic priorities or priority population groups.
- The ability of the project or some of the activities to be ongoing after Healthway's initial funding.
- If the project represents good value for money.

What happens if my request is successful?

Following the assessment and approval processes, wewill notify you of the outcome of your request. If successful, we will send you an Approval Letter to confirm the funded amount and any other specific requirements.

All supported organisations will be required to submit a report at the conclusion of the project which highlights how your project objectives were achieved along with a financial statement showing how the grant funds were spent.

Ready to apply?

Once you are ready to apply, please ensure you have completed the following steps:

1. Check that your organisation and project are eligible to apply. ☐

2. Contact our Health Promotion Team on 133 777 to discuss your proposal prior to submitting a request. ☐

3. Ensure your organisation can meet the **Conditions of Funding**, comply with these Program Guidelines and the **Co-Supporters Policy.** ☐

4. If you have received Lotterywest or Healthway funding previously, ensure your organisation's details are up to date in the **Lotterywest Healthway Grants Portal.** If you are applying for Lotterywest or Healthway funding for the first time, register your organisation and user details in the **Portal.** ☐

5. Complete all sections of the Healthy Communities Funding request form available from the **Portal.** A full assessment of your request cannot be undertaken without this information. ☐

6. Prepare the supporting documents to submit with your request, including:
   - Project budget and supporting documents
   - Documents that support you working in partnership, where appropriate
   - Co-Supporters Declaration Form, if applicable
   - Conditions of Funding document that has been signed by the person(s) legally able to enter contracts on behalf of your organisation
   - Any other documents to support your request e.g. letters of support.

   ☐

7. Confirm all information is accurate as your organisation will be required to submit an acquittal report based on the information you provide in your request. ☐

8. Submit the Request Form via the **Portal** **a minimum of FOUR months prior** to the commencement of your project. ☐



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