



# Healthy Schools Program Guidelines

**Our Healthy Schools Program works in partnership with Western Australian schools to create a healthier Western Australia (WA).**

Applications must be received by **Friday 22 March 2024** via the Lotterywest Healthway Grants Portal.

Please contact our Health Promotion Team to discuss your ideas prior to developing your proposal on **133 777** or email [healthway@healthway.wa.gov.au](mailto:healthway@healthway.wa.gov.au).

*KIDDO program.  
Photo courtesy  
Waddington Primary  
School.*



Creating a healthier WA together

# About the Healthy Schools Program

## Healthway works in partnership with Western Australian (WA) schools to create a healthier WA.

These guidelines provide an outline of Healthway's Healthy Schools Program, including details around eligibility requirements, and the request and assessment process.

We are offering grants of up to \$5,000 to WA schools through the [Healthy Schools Program](#). This initiative aims to support schools to deliver projects that promote the health of their students through activities aligned with the Health Promoting Schools Framework.

We are seeking to fund activities related to the promotion of good health among the school community, using a whole-school approach. Funding is available for projects that aim to:

- Increase student health-related knowledge and skills
- Positively change health behaviour
- Improve student health and wellbeing
- Create environments that support good health through implementation of school policies.

In 2024, the Healthy Schools Program will support projects that address at least one of our priority 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.

Schools play an important role in encouraging healthy lifestyles from an early age, leading to positive health and education outcomes for students. We remain committed to working with schools and a range of partners to find new and innovative ways to achieve better health for Western Australians that need it the most.

To learn more about how to develop and implement a Healthy Schools project at your school, download the [Healthy Schools Program Toolkit](#). The toolkit has information and resources to help you develop your school project and ensure it is aligned to the Health Promoting Schools Framework.

# Eligibility

## The Healthy Schools Program is open to all schools across WA.

Requests are particularly encouraged from schools in rural and remote areas, and those with a high proportion of students from Aboriginal and Torres Strait Islander backgrounds, culturally and linguistically diverse communities and/or others experiencing disadvantage. Requests may be submitted by the school, or the Parents and Citizens Association (P&C). Schools who have received funding previously are eligible to apply, conditional on the project being acquitted. We will not be accepting requests for repeat projects.

### General Requirements

- Prizes or incentives for the students involved in activities (up to \$200).
- Administrative costs associated with classroom activities or publicity, such as photocopying.
- Up to two days of teacher relief to participate in the preparation and management of the project (up to \$1,000).
- Materials required to make promotional items, for example signs.
- Catering expenses for promotional activities/launch of guidelines/parent activities (up to \$200).
- Equipment costs associated with project delivery (up to \$500).
- Engaging parents and the wider school community in supporting student health and wellbeing (up to \$1,000).

### Funds cannot be used for

- Intrastate/interstate travel, camps or conferences.
- Catering and food for an ongoing activity, such as breakfast clubs.
- Capital works, equipment, fundraising, purchase of infrastructure or costs associated with running the school or office. This includes items such as vape detectors.
- School activities that form part of the core curriculum (refer to our [Educational Settings policy](#)).
- The advancement or promotion of religion, religious outlook, or faith-based activities.
- 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.

# Requirements for funding

## General Requirements

- Projects should be based on best practice, innovative and co-designed with young people where appropriate.
- Projects that address vaping must align with and utilise the Department of Education's [Anti-Vaping Toolkit](#) and the Department of Health's campaign [Do You Know What You're Vaping?](#) The project team/school staff are also required to view the Department of Education's [Addressing e-cigarettes and vaping in school communities](#) pre-recorded presentation (under 'Professional Learning') prior to commencing the project.
- Projects addressing mental health are encouraged to sign up as an [Act Belong Commit](#) Mentally Healthy School.
- For projects focusing on active living, funding will be prioritised to activities that promote active transport options. Schools are encouraged to explore the [Your Move Schools](#) information and resources to help students get active by increasing walking, scooting and riding to school. Projects addressing healthy eating should ensure appropriate partnerships are established to support the delivery of the project, as outlined in the Healthy Schools Programs Toolkit. Schools are encouraged to sign up as a [Crunch&Sip](#)<sup>®</sup> school to access further support and educational resources. [FreshSNAP](#) also provides free nutrition education consultation services and resources to WA schools as well as guidance to achieve whole-of-school health through healthier food practices, processes and policies.

- Projects addressing alcohol use are encouraged to utilise the Department of Education's [Challenges and Choices](#) (K-9) and/or [Drug Talk](#) (Year 10-12) teaching and learning resources.
- Projects should use a combination of strategies aligned with a whole-school approach, and the Health Promoting Schools Framework.

## 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.

## Healthway's 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 that use unhealthy brands (monetary or product) either directly or through a third party. The [Co-Supporter Declaration Form](#) will need to be attached to your request when it is submitted.



# Requirements for funding (continued)

## Healthway's Educational Settings Policy

Please review our [Educational Settings Policy](#) which outlines our approach to funding health promotion projects within educational institutions and associated organisations such as the P&C. Ensure your proposed activities align with the requirements of this policy.

## Working with Children

Organisations that receive 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](#).

## Acquittal

At the conclusion of the Healthy Schools grant, the school or P&C will need to:

- Complete an online acquittal report via the Lotterywest Healthway Grants Portal.
- Provide photographs of activities associated with the project.
- Provide a certified financial statement of expenditure as per the approved grant allocation.

East Kimberley  
College's KIDDO  
program.  
Photo by Timbee  
Photography.



# Request and assessment process

**Applicants are required to complete a Healthy Communities request form using the instructions provided via the Lotterywest Healthway Grants Portal.**

We will assess all requests and recommendations for funding are approved by the Minister for Health. During the assessment process we may liaise with other relevant stakeholders including the partners you identify in the request, Lotterywest and/or other funding partners.

## **We are looking to fund projects that:**

- Aim to improve health and wellbeing in the school community.
- Demonstrate engagement with the broader school community and parents.
- Involve partnerships between health or other groups and organisations working in the school setting, or other local schools.
- Can be run as a pilot, which can be used as a model in other schools.

- Use community-based approaches (rather than one-to-one interventions) which address our priority health areas.
- Build school environments that support change.
- Explore how to scale-up successful strategies and consider sustainability.
- Demonstrate good value for money.

We will assess all requests and recommendations for funding are approved by the Minister for Health. During the assessment process we may liaise with other relevant stakeholders including the partners you identify in the request, Lotterywest and/or other funding partners.

*Bush Tucker Garden.  
Photo courtesy  
Quairading District  
High School.*





## Ready to apply?

1. Contact our Health Promotion Team on 133 777 to discuss your proposal prior to submitting a request.
2. Ensure your school/P&C can meet the Conditions of Funding, comply with these guidelines and the Co-Supporters Policy.
3. 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 funding for the first time, register your organisation and user details in the Portal.
4. Complete your request through the [Lotterywest Healthway Grants Portal](#). All sections, including the required attachments, must be completed. Review the instructions at the end of these guidelines on how to complete the online form.
5. Prepare the supporting documents to submit with your request, including:
  - Project budget and supporting documents.
  - Where appropriate, documents that support you working in partnership.
  - 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 the organisation.
  - Any other document to support your request e.g. letters of support.
6. 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.
7. Submit the request with all required attachments via the Lotterywest Healthway Grants Portal by **Friday 22 March 2024**.

# Lotterywest Healthway Grants Portal

Prior to submitting a grant request your organisation needs to be registered through the Lotterywest Healthway Grants Portal.

At the end of these instructions is a checklist to ensure the required mandatory documents are attached. Depending on the entity type (government school, independent school or P&Cs) different documents may be required.

If your organisation is not yet registered, go to <http://lotterywesthealthway.fluxx.io> and follow the Grantee how-to guide. If you require further assistance, please contact our Customer Service Team on 133 777.

## Request funding

1. Open the Grants Portal at [lotterywesthealthway.fluxx.io](http://lotterywesthealthway.fluxx.io) and enter your username and password.

1 Login Now

grant\_citizen

Sign in

[Reset or create password](#)

2 By using the Lotterywest Healthway Grants Portal you irrevocably agree to the [Terms and Conditions for Use of Lotterywest Healthway Grants Portal](#).

Create an Account Now

2. Select 'Request Funding'.

3. Select 'Healthway'.

4. Scroll down and select 'Request Healthy Communities Funding'.

*Note: Healthy Schools applicants are not required to review the Healthy Communities Grant guidelines.*



5. Select 'Up to \$5,000 Healthy Communities'.

6. Fill in all mandatory fields (bolded) and attach required documents.

## Request form information

### 1. Program Overview

The Healthy Schools Toolkit provides additional information and some ideas to get you started.

### 2. Health Issue

Define and explain the importance of your chosen health issue/s in the school community. How was this health issue identified in the school community? Justify with supporting data where possible.

### 3. Project timelines

Project start date must be after 15 July 2024. Requests for projects commencing before Term 3 2024 will not be considered.

### 4. Project objectives and strategies

When planning your project objectives and strategies, consider the three key components of the Health Promotion Schools Framework (education, environment and partnerships - see [Healthy Schools Program Toolkit](#) for more information). Finally, your evaluation should measure the achievement of your objectives.

See example objectives, strategies, and evaluation measures:

Objectives	Strategies (actions)	Evaluation
<b>Example:</b> Increase knowledge and awareness of the harms of vaping and e-cigarette use	Adapt your smokefree policy to address e-cigarette use.	The policy is completed and endorsed by the school.
	Establish a school working group to guide policy development.	Record the number of working group members, attendance at each meeting and actions taken.
	Run vaping education sessions for teachers and students utilising the Department of Education resources.	Record the number of teachers, parents and students participating in education sessions.
	Promote the project via the school newsletter.	Monitor levels of complaints 3 months and 6 months after the changes have been made.

## 5. Sharing with the school community

This may include promoting the project in the school newsletter or website, or contacting the local media regarding the school's health activities etc.

Note: prior to contacting the media, Healthway's media team can support and can be contacted via

[media@healthway.wa.gov.au](mailto:media@healthway.wa.gov.au).

▼ Sharing the results

How will you share the results of your project to the community and others?

## 6. Budget

The total cost requested from Healthway should not exceed \$5,000.

▼ Budget

Please indicate below how much funding you are requesting and the total cost of your project. Please do not include GST.

Year 1

Amount Requested

Project Cost

Total Amount Requested: \$0.00

Total Project Cost: \$0.00

Budget Breakdown

Please provide below a specific breakdown and description of how the money will be spent by clicking on the '+' to the left below. Please include any cash and/or in-kind contributions from your organisation or other sources. Or you can submit your own budget by clicking on the green '+' button in the Budget Supporting Documents box below. Please do not include GST.

Budget items	Amount requested from Healthway	Amount contributed in-kind or by other confirmed funding sources
+		

See example budget and items:

Description of initiative	Services or product description	Amount requested from Healthway	Amount contributed in-kind or by other confirmed funding source
<b>Example:</b> Vaping education program for youth to increase knowledge and decrease use	Cost of relief teacher	\$1000	\$100
	Promotional item materials	\$200	
	Education resources for classroom	\$300	

## 7. Working with others

Explain how your project will engage with parents and the broader community.

For example, conduct several interactive parent/child activities or community events based on the health issues.

▼ Working in partnership with others

Please list below by clicking on the '+' button under 'Organisation Consulted' the organisations you have consulted and collaborated with in developing this project (e.g. local business, local government, health agency, Aboriginal Community Controlled Organisations, community, or service groups) and indicate how they are involved (e.g. regular advice, providing a service or funding etc). If relevant, please upload documents that support your partnerships by clicking on the '+' button next to Partnership Supporting Documents below.

Organisation Consulted	Involvement Type
+	

Partnership Supporting Documents +

## 8. Project reach

Healthway will consider how many people will be exposed to health promotion activities through your project. Please indicate in the table the estimated numbers in each population group that may be reached through the project. Note: organisations are reminded of the need to ensure compliance (as applicable) in respect to the *Working with Children (Criminal Records Checking) Act 2004*.

▼ Project Reach

Please enter the estimated number of people directly involved in the project in Participants/Organisers and the number of Other Participants in the fields below. Please enter 0 if not applicable.

Participants/Organisers

Children (12 years of age and under)

Young People (13-17 years of age)

Adults (18-54 years of age)

Seniors (aged 55+)

Participant Subtotal Reach: 0

Other Participants

Children (12 years of age and under)



## 9. Supporting documents

Upload all required documents, including the signed Conditions of Funding Form.

▼ Supporting Documents

You are required to complete and submit the Healthway Conditions of Funding form as part of this request. Please note this document must be signed by your relevant Legal Signatory(s).

View, download and sign the Healthway Conditions of Funding form here: [Conditions of Funding Form](#)

For more information about who can sign the Conditions of Funding click here: [Legal Signatories](#).

Conditions of Funding +

Please upload any supporting documents, such as letter of support by clicking on the '+' button on the right.

Documents +

## 10. Submit

Click 'Save and Close', when the new page opens, click 'Submit'.

Please click on [Save and Close], and when the page has closed please click on [Submit] at the bottom of your screen.

Cancel Save Save and Close

KIDDO program.  
Photo courtesy Lake  
Monger Primary  
School





# Mandatory documents checklist

## State Government funded school

### 1. At the organisation account level:

- Review account information/attachments to ensure everything is up-to-date
- Include ABN number
- Entity Type = government departments and authorities
- GST Registered = Yes
- Legal Signatory = Principal (note: a unique email address is required)

The mandatory documents required to validate your account:

- Bank statement or deposit slip (note: we do not require a transaction history)
  - Include bank account name, account number, BSB number on the bank's letterhead.
  - Catholic Schools may attach a letter from the Catholic Archdiocese of Perth Catholic Development Fund (CDF).
- Current financial statements (upload a document stating N/A for State Government funded schools)
- Latest annual report/AGM minutes (upload a document stating N/A for State Government funded schools)

### 2. At the grant request Level:

- Signed Condition of Funding – signed by the Legal Signatory (i.e. Principal)

# Mandatory documents checklist

## Private/Independent School

### 1. At the organisation account level:

- Review account information/attachments to ensure everything is up-to-date
- Include ABN number
  - If no ABN number, tick the box “My organization does not have an ABN”,and
  - Download, complete and attach an “ATO Statement by Supplier” Form signed by an authorized member of the committee.
- Entity Type = Incorporated
- GST Registered = Yes or No
- Legal Signatory = President/Chairperson of the Committee

The mandatory documents required to validate your account:

- Board/committee member list
- Bank statement or deposit slip (note: we do not require a transaction history)
  - Include bank account name, account number, BSB number on the bank’s letterhead.
- Constitution/Model Rules
- Current financial statements
- Latest annual report/AGM minutes

### 2. At the grant request Level:

- Signed Condition of Funding – Signed by the President/Chairperson and one other committee member (e.g. Treasurer)

# Mandatory documents checklist

## School Parents and Citizens Association Incorporated

### 1. At the organisation account level:

- Review account information/attachments to ensure everything is up-to-date
- Include ABN number
  - If no ABN number, tick the box “My organization does not have an ABN”,and
  - Download, complete and attach an “ATO Statement by Supplier” Form signed by an authorized member of the committee.
- Entity Type = Incorporated
- GST Registered = Yes or No
- Legal Signatory = President/Chairperson of the Committee

The mandatory documents required to validate your account:

- Board/committee member list
- Bank statement or deposit slip (note: we do not require a transaction history)
  - Include bank account name, account number, BSB number on the bank’s letterhead.
- Constitution/Model Rules
- Current financial statements
- Latest annual report/AGM minutes

### 2. At the grant request Level:

- Signed Condition of Funding – Signed by the President/Chairperson and one other committee member (e.g. Treasurer)





**Street Address**

Level 2, 38 Station Street  
Subiaco WA 6008

**Postal Address**

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Subiaco, WA 6904

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