

Frequently asked questions (FAQs): COVID-19

This document provides key information relating to Healthway's approach and grant management throughout the COVID-19 pandemic. The information covered is as follows:

- Our overall approach
- Prioritisation of Healthway funding
- Partnership Program Grants
- Health Promotion Project Grants
- Health Promotion Research Grants

More information is available on the Healthway website at www.healthway.wa.gov.au and will be updated regularly.

Contact us on 133 777 or on email at healthway@healthway.wa.gov.au.

This information is current as at 26 May 2020.

OVERALL APPROACH

What is the approach Healthway is adopting for its grants?

We're currently providing support and advice to our funded organisations about alternative ways of achieving their outcomes and honouring existing commitments throughout the COVID-19 situation. Some of the options we're offering funded organisations include variations to funding agreements and flexible options to cancel or postpone events, programs and reporting timeframes.

For any new applications we will prioritise funding to initiatives that are best suited to the current environment. It will be a condition of any new funding that any activities undertaken will not contravene Government measures relating to COVID-19 including that relating to social distancing.

When can I expect a response from Healthway regarding any grant related questions?

Our team is striving to respond to all questions by email or phone in a timely manner. Priority will be given to funded organisations that have events and projects with time-critical deadlines. While we may not be able to get back to you straight away, we will get back to you as soon as we can.

Where can I get more information regarding Government measures?

We're following the advice of Government in guiding our work. Information published from the Chief Medical Officer is available on the [Department of Health's website](#). This reliable information is updated regularly.

PRIORITISATION OF HEALTHWAY FUNDING

What does prioritisation of Healthway funding within the COVID-19 context mean?

We have established additional considerations for assessing new applications to ensure our funding is prioritised for initiatives that support our priority health issues and are best suited to the current COVID-19 environment.

Our application assessment processes will consider the following:

Government measures - If successful, a condition of funding will be that any activities undertaken will not contravene Government measures relating to COVID-19, including that relating to social distancing.

Practicality – We remain committed to funding activities that can be reasonably implemented in the current COVID-19 environment. If it is not practical to fund activities at this time you can still apply now for a project to occur at a later time.

Timing – We'll consider how time imperative your request for funding is or if it may be deferred until a later date. This will assist us in managing our funds at this time.

Community benefit and alignment to our priority areas – We're committed to Western Australians being more active and living a healthier lifestyle, and we'll continue to fund projects on that basis. We're also maintaining our focus on target groups and priority health issues, including mental and physical health as outlined in our strategic plan, *Active Healthy People 2018-2023*.

Can my grant application be assessed at a later time when the activity can be implemented?

Where practical, we'll consider the option to defer grants that aren't considered a high priority at this time. Deferred applications will be considered by the Healthway Board at a later date. If your application is deferred, we'll inform you of this in writing, and discuss with you when your application is likely to be re-assessed.

Can I apply for funding now for a project that will occur later?

We're still taking applications and encourage you to apply for funding well in advance. If successful, you'll be provided with confirmation of funding, however grant monies won't be paid until two months prior to the planned commencement date of your project.

This will help in managing the funds if your planned initiative cannot proceed due to circumstances outside your control. Should the approved grant not proceed, we'll contact you and discuss options to cancel, modify or defer your grant.

What should be considered before submitting a new application for funding?

In addition to the information provided in our funding guidelines, before you apply, we encourage you to consider the following questions:

- Is the initiative for funding support likely to proceed under the current COVID-19 restrictions?
- Does the initiative align with Healthway's priorities and offer good community benefit in the current COVID-19 environment?
- Is the timeframe for the implementation of your initiative realistic in the current COVID-19 restrictions?
- Is the funding of this initiative critical at this time, or can it wait until after COVID-19 restrictions are fully lifted?

PARTNERSHIP PROGRAM GRANTS

What will happen to my current Healthway Partnership Program Grant?

We understand COVID-19 is having a significant impact on our partners and the community more broadly.

Our priority is to work with you to support realistic variations to funding agreements and provide flexible options to cancel or postpone events, programs and reporting timeframes.

For cancellations of events or programs you'll need to provide a financial report of any expenditure and return any unspent funds. For postponed events, you'll be offered a variation of up to twelve months. The details and process for this will be discussed with you.

For longer term grants, we'll discuss the options available to you which may include a variation to the deliverables of the project or timeframes.

What do I need to do to alter the deliverables of my current Partnership Program Grant?

We understand that it may no longer be possible for you to deliver all the funding requirements as originally planned. We are prepared to work with you to renegotiate deliverables aligned to our object of creating a healthier Western Australia.

Our areas of focus include both physical and mental health, and there are opportunities for our partner organisations to play a pivotal role in supporting their members and the broader community through innovative approaches. Some of our funding organisations have already commenced developing online programs and resource aligned to Healthway's strategic priorities.

For accountability purposes any revised arrangements will need to be documented and agreed to by both parties. This will include confirmation that you have the organisational capacity, including appropriate staffing to deliver any revised arrangements.

Will I still receive funding as part of the winter round of the Healthy Clubs Program?

If your club has been recommended for funding under the Healthy Clubs Program 2020 your grant will continue. Some of the activities originally planned as part of the program such as face-to-face audits will no longer take place. If successful for funding, the conditions of your club's grant will be outlined in your letter of offer.

We understand that some clubs might be unable to complete the training or purchase equipment before 30 October 2020. Therefore, the letter of offer we send will include a deferral option for clubs to roll over funding for season 2021. Financial reporting will be required as per our acquittal processes.

Can I still apply for a Healthway Partnership Grant?

We'll continue to take applications under our Partnership Program.

We'll work with you to consider the viability of being able to meet the grant deliverables under the current circumstances of the COVID-19 pandemic. Funding for new applications will be prioritised to initiatives that are best suited to the current environment.

Will Healthway be providing event funding in 2020?

At this stage, it's unlikely we'll provide any event funding before 30 September 2020. If this situation changes, we will let you know.

What are Healthway's key actions relating to its Partnership Program?

We will:

- Work with organisations for the cancellation or postponement of events.
- Be flexible with longer term funding recipients to vary deliverables, timeframes and reporting where required.
- Continue funding the winter round of Healthy Clubs Program 2020, noting that some conditions will be amended.
- Continue to accept applications for new funding, noting that event funding won't be supported for events occurring before 30 September 2020.
- Continue asking for financial and performance reporting for all Healthway funded grants, although timeframes may be varied.

Please contact us to discuss should you have queries.

HEALTH PROMOTION PROJECT GRANTS

What will happen to my current Healthway Health Promotion Project Grant?

Our priority is to be flexible and work with you to cancel, postpone or vary grant conditions as required.

What do I do if I want to amend my current Health Promotion Project Grant?

For accountability purposes any revised arrangements will need to be documented and agreed to by both parties. Please contact us to discuss any amendments to current grant agreements.

Can I still apply for a Health Promotion Project Grant?

At this stage our Health Promotion Project Grant applications remain open and consideration will be given to the viability of delivering the grant under the current COVID-19 circumstances. Funding for new applications will be prioritised to initiatives that are best suited to the current environment.

Advice from the Government in relation to COVID-19 will be adhered to when reviewing new applications.

Lead times have been increased to account for delays in assessing grants and approving recommendations. This means applications for Health Promotion Project grants under \$5,000 need to be submitted a minimum of four months prior to the commencement of the project. Aboriginal Health Project grants and Health Promotion Project grants over \$5,000 require five months lead time.

What are Healthway's key actions relating to its Health Promotion Project Grants?

We will:

- Be flexible and work with you to cancel or postpone health project grants where appropriate
- Work with longer term funding recipients to vary deliverables, timeframes and reporting where required
- Continue to ask for financial and performance reporting for all Healthway funded grants, although timeframes may be varied.

HEALTH PROMOTION RESEARCH GRANTS

What will happen to my current Healthway Health Promotion Research Grant?

We know many of our funded research grants will be significantly impacted over the coming months. Our priority is to work with you to cancel, postpone or vary grant conditions as required.

Please work with your Administering Institution's Research Grants Office as your first point of contact for all grants queries. Variations due to COVID-19 may include:

- Postponing your commencement date
- Extending your end date
- Changing to a research plan
- Changing to Chief Investigators.

If Administering Institutions are unable to complete and submit any grants reports, grant variation requests or acceptance of grant offers, please contact us through research@healthway.wa.gov.au

Will my research grant currently under assessment be impacted?

We're continuing to process research applications for the consideration of the Healthway Board. If your application is recommended, you'll need to submit a revised timeframe for delivery unless you advise that your project is not affected. For accountability purposes any revised arrangements will need to be documented and agreed to by both parties. Please work with your Administering Institution's Research Grants Office for all grants queries.

What is the impact on the 2020 Targeted Research Round?

We're deferring the 2020 Targeted Research Round (Aboriginal Health) until later this year. Stage 2 applications will now be due in early November 2020, to align with the submission of Stage 2 applications for the Open Research Round. This may be revised if current COVID-19 restrictions are still in place. Applications submitted for this round will be assessed independently from Stage 2 applications submitted for the Open Research Round.

Will the Healthway Open Research Round progress?

The Open Research Round was originally planned to open in June 2020. While Healthway intends to offer a research round in the coming months, it is likely that the launch date will be delayed in order to consider the health promotion research requirements at this time. Further communication regarding this will be provided to our research partners as soon as possible.

What is the impact of the 2020 Research Fellowship Round?

The 2020 Research Fellowship round is still open, with applications due on 5 June 2020. Given that projects for this round will not commence until 2021, it will proceed as planned.

What is a summary of the key actions relating to Healthway's research program?

We will:

- Work with you for the cancellation or variation (methodology and timeframes) of research grants where appropriate.
- Delay the final date for the submission of Stage 2 applications for the Targeted Research Round until early November 2020 (exact date to be confirmed a minimum of six weeks prior).
- Provide further information regarding the Open Research Round to our research partners as soon as possible.