

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

* Our overall approach
* Prioritisation of Healthway funding
* Healthy Partnership Program (including Healthy Spaces Program)
* Healthy Communities Program
* Healthy Research Program.

More information is available on Healthway’s [website](http://www.healthway.wa.gov.au/), which will be updated regularly.

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

Frequently asked   
questions:

grant management through the COVID-19 pandemic

# Overall approach

## What approach is Healthway adopting for its grants?

We’re providing support and advice to our funded organisations on alternative ways of achieving outcomes and honouring existing commitments throughout the COVID-19 pandemic. Some options we’re offering include:

* Variations to funding agreements
* Flexible options to cancel or postpone events and programs
* Extending reporting timeframes.

## 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. Please note there may be some delays if we are operating with reduced staff capacity. Priority will be given to questions from our currently funded organisations and events and projects with time-critical deadlines.

We will get back to you as soon as possible for questions relating to new grant applications.

In the meantime, please contact us on 133 777 or [healthway@healthway.wa.gov.au](mailto:healthway@healthway.wa.gov.au) and log your request or inquiry with the following information:

* The name of your project
* Project number
* The name of your Healthway contact
* The nature of your inquiry. For example, that you would like to cancel or vary your current arrangements.

## Please let us know if your event or project is co-funded by Healthway and Lotterywest so we can provide you with coordinated advice on your inquiry.

## What will happen if the Healthway office is closed due to lockdown?

If required, Healthway will work remotely to continue to support you, however there may be some delay due to reduced staff capacity. Priority will be given to making grant funding payments. Other grant-related issues will be addressed when practical. Please be reassured that we are here to support our funded organisations and we understand your grant may not proceed as originally planned if impacted by COVID-19.

## Is Healthway receiving new grant applications for funding?

Yes, we continue to receive new applications for funding, however inquiries relating to the management of existing grants will be prioritised over new funding requests.

For any new applications please consider initiatives that are best suited to the current environment, as this will be a consideration during the assessment.

It is a condition of any new funding that activities will not contravene State Government measures relating to COVID-19.

## Where can I get more information regarding Healthway grants?

Information is available on Healthway’s [website](http://www.healthway.wa.gov.au) or contact us on   
133 777 or email [healthway@healthway.wa.gov.au](mailto:healthway@healthway.wa.gov.au). You can also sign up to our [newsletter](https://www.healthway.wa.gov.au/news-and-events/newsletter/), and follow us on [Facebook](https://www.facebook.com/HealthwayWA) or [Twitter](https://twitter.com/HealthwayWA).

## Where can I get more information regarding Government measures?

State Government advice is guiding our work during the COVID-19 pandemic. The State Government’s [website](http://www.wa.gov.au/) provides reliable information that is updated regularly.

# Prioritisation of Healthway funding

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

When assessing new applications, we prioritise initiatives that support our priority health issues and suit the current COVID-19 environment.

Our application assessment processes will consider the following:

State Government measures - If successful, a condition of funding will be that any activities undertaken will not contravene State Government measures relating to COVID-19. For community events, this also includes compliance with the Department for Health’s [COVID-19 Safe Events requirements](https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-events).

Practicality – We remain committed to funding activities that can be reasonably implemented in the current COVID-19 environment. Consideration will be given to the organisation’s capacity to:

* Rescope, modify or reschedule activities to deliver the original grant outcomes if required.
* Manage contracted services and/or third parties, financial loss, and risk mitigation strategies if the funded activity or program doesn’t occur as originally intended.

If it is not practical to fund activities at this time you can still apply for a grant now for a project to occur at a later date.

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

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. Consideration will also be given to the local context including community sentiment, preparedness, exposure locations, and case numbers.

We’re 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*](https://www.healthway.wa.gov.au/our-priorities/active-healthy-people-2018-2023/).

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

Where practical, we’ll consider the option to defer grants that aren’t considered a high priority. Deferred applications will be considered by the Healthway board at a later date. We’ll advise you in writing if your application is deferred, and let you know 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 receive confirmation of funding, however, grant monies won’t be paid until three months prior to the planned commencement date of your project. This will help manage the grant funding 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?

State Government measures relating to COVID-19 continue to change over time. To assist in determining the relevance of your funding request at any given time, we encourage you to consider the following questions before you apply:

* Is the initiative likely to proceed under current COVID-19 measures?
* Does the initiative align with Healthway’s priorities and offer good community benefit in the current COVID-19 environment?
* Is the initiative’s timeframe for implementation realistic in the current environment?
* Have you considered risk mitigation strategies should the initiative not proceed within the COVID-19 environment?
* Is the funding for this initiative critical?

# Healthy Partnership Program (including Healthy Spaces Program)

## What grants are related to Healthy Partnership Program?

When we refer to the Healthy Partnership Program this includes funding to arts, sports, racing and community events in the under $5,000 and over $5,000 categories. While our Healthy Clubs and Healthy Venues sit within our Healthy Spaces Program, funding is managed the same way as the Healthy Partnership Program.

## What will happen to my current Healthy Partnership grant?

We understand COVID-19 continues to have 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, where appropriate, 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 for any expenditure and return any unspent funds. For postponed events, we will work with you to vary our funding agreement for up to 12 months.

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.

Our team is striving to respond to all questions by email or phone in a timely manner, however, there may be some delay due to reduced staff capacity. Please contact us on 133 777 or [healthway@healthway.wa.gov.au](mailto:healthway@healthway.wa.gov.au) and log your request or inquiry with the following information:

* The name of your project
* Your project number
* The name of your Healthway contact
* The nature of your inquiry. For example, that you would like to cancel or vary your current arrangements.

## What do I need to do to alter the deliverables of my current Healthy Partnership grant?

For current grants, we understand that it may no longer be possible to deliver all the funding requirements as originally planned. We are prepared to work with you to renegotiate deliverables aligned to our vision of creating a healthy Western Australia.

Our partner organisations play a pivotal role in supporting their members and the broader community through innovative approaches to addressing physical and mental health. Some of our partner organisations have already begun to develop online programs and resources 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. For some, this may include developing an Alternate Action Plan.

It is important that as a State Government funder, Healthway ensures ‘value for money’ in terms of its funded activities and health promotion outcomes. If this cannot be achieved reduced funding may be considered.

## Can I still apply for a Healthy Partnership grant?

We’ll continue to take applications under our Healthy Partnership Program. We’ll work with you to consider the viability of being able to meet the grant deliverables under the current COVID-19 measures in Western Australia. We will prioritise new applications that are best suited to the current COVID-19 environment.

## Will Healthway be providing event funding in 2022?

Yes, however, all funded events must align with current State Government COVID-19 measures, including the Department of Health’s [COVID-19 Safe Events requirements](https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-events). In assessing applications, we will consider the timing and practicality of events best suited to the current COVID-19 environment.

## What are Healthway’s key actions relating to the Healthy Partnership Program?

* We will work with organisations to cancel or postpone events.
* Aim to respond to inquiries in a timely manner but acknowledge this may take longer than usual if we are working with reduced staff capacity.
* Be flexible with longer term funding recipients to vary deliverables, timeframes, and reporting where required.
* As a State Government funder, Healthway will work to ensure ‘value for money’ in terms of health promotion outcomes. If this cannot be achieved, reduced funding may be considered.
* Continue to accept applications for new funding noting that funding will be prioritised to initiatives that can be reasonably delivered and can comply with State Government requirements.
* Continue to ask for financial and performance reports for all Healthway funded grants, although timeframes may vary.

# Healthy Communities Program

## What grants relate to the Healthy Communities Program?

When we refer to the Healthy Communities Program this includes:

* Health promotion project funding (under $5,000 and over $5,000 categories)
* Aboriginal health promotion project funding
* Funding for delivering Public Health Advocacy Services.

## What will happen to my current Healthy Communities grant?

We will continue to be flexible and work with you to cancel, postpone, or vary grant conditions as required.

Our team is striving to respond to all questions by email or phone in a timely manner, however, there may be some delays due to reduced staff capacity. Please contact us on 133 777 or [healthway@healthway.wa.gov.au](mailto:healthway@healthway.wa.gov.au) and log your request or inquiry with the following information:

* The name of your project
* Your project number
* The name of your Healthway contact
* The nature of your inquiry. For example, that you would like to cancel or vary your current arrangements.

## How do I amend my current Healthy Communities 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 Healthy Communities grant?

Our Healthy Communities grant applications remain open, and consideration will be given to the viability of delivering the grant under the current COVID-19 measures. We will prioritise new applications that support our priority health issues and are best suited to the current environment. New applications will need to align to current State Government advice in relation to COVID-19.

## What are Healthway’s key actions relating to the Healthy Communities Program?

* We will continue to be flexible and work with you to cancel or postpone health promotion project grants where appropriate.
* Aim to respond to inquiries in a timely manner but acknowledge this may take longer than usual if we are working with reduced staff capacity.
* Work with longer term funding recipients to vary deliverables, timeframes, and reporting where required.
* Ask for financial and performance reports for all Healthway funded grants, although timeframes may vary.

# Healthy Research Program

## What grants are related to the Healthy Research Program?

When we refer to the Healthy Research Program this includes:

* Exploratory and intervention research grants
* Scholarships and fellowships
* Visiting fellowship grant funding.

## What will happen to my current Healthy Research grant?

We know many of our funded research grants have been impacted by COVID-19 and may continue to experience these impacts over the coming months. We will continue 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
* Changes to a research plan
* Changes to Chief Investigators.

If Administering Institutions are unable to complete and submit any grant reports, grant variation requests, or acceptance of grant offers, please contact us at [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au).

Our team is striving to respond to all questions by email or phone in a timely manner, however, there may be some delay due to reduced staff capacity. Please contact us on 133 777 or [healthway@healthway.wa.gov.au](mailto:healthway@healthway.wa.gov.au) and log your request or inquiry with the following information:

* The name of your project
* Your project number
* The name of your Healthway contact
* The nature of your inquiry. For example, that you would like to cancel or vary your current arrangements.

## What will happen to current research applications?

Healthway will continue to assess any current applications. If this changes, we will contact you accordingly. For scholarship and fellowship applications, interviews may be conducted virtually, if required.

## What will happen to Healthway’s scheduled research rounds?

Healthway plans to continue with its research rounds as scheduled. This includes research rounds for exploratory and intervention grants and research fellowships. We will let you know if anything changes.

## Will Healthway accept applications for visiting fellowships?

The visiting fellowship program will remain on hold until further notice. However, should you wish to discuss a proposal for a visiting fellow following the lifting of border restrictions, please contact us at [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au).

## What are Healthway’s key actions relating to the Healthy Research Program?

* Continue to work with you on the cancellation or variation (methodology and timeframes) of research grants where appropriate.
* Aim to respond to inquiries in a timely manner but acknowledge this may take longer than usual if we are working with reduced staff capacity.
* Continue to process current grant applications.
* Continue to offer scheduled research rounds.
* Visiting fellowship program remains on hold until further notice.