

DRAFT



Healthy Partnership Program

For sport, arts, racing and community groups



Guidelines for funding applications **over \$5,000**

At Healthway, we aim to build a healthy Western Australia (WA).

We do this by working in partnership with community organisations to inspire Western Australians, especially young people, to live healthier lives.

Through our Healthy Partnership Program we provide funding to sport, arts, racing and community groups to create healthier communities that encourage good health now and into the future. Our partners play a valuable role in supporting our vision of creating a healthy and more active WA.



Over \$5,000 funding

The objectives of our over \$5,000 Healthy Partnership Program are to:

- **Educate and raise awareness about good health** to support healthy choices
- **Create healthy environments** within organisations and venues
- **Reduce the promotion of unhealthy messages or brands** which do not align with good health
- **Provide opportunities for participation** in healthy activities particularly among Healthway's priority populations
- **Build the capacity of organisations and the community** to advocate for health promoting culture, norms and practices

These guidelines provide an overview of our funding requirements and application process for grant funding over \$5,000. There are separate [guidelines \(hyperlink\)](#) when the amount requested is \$5,000 or under.

Before applying, all applicants are encouraged to contact Healthway's Healthy Partnership Team on **133 777** or email healthway@healthway.wa.gov.au.

Applications must be received **at least five (5) calendar months** prior to the commencement of the project.

What are our strategic priorities?

Healthway's Strategic Plan: Active Healthy People: 2018-2023 details our priorities across five strategic health areas:

- Increasing healthy eating
- Increasing physical activity
- Improving mental health
- Preventing harm from alcohol, and
- Creating a smoke-free WA.

Active Healthy People: 2018-2023 reflects current evidence and complements both state and national health promotion plans, strategies and policies.



In the application for funding you will be asked to select a health issue(s) for your project. Please contact our Healthy Partnership Team before choosing the health issue(s) for your project.

The broad actions we seek to undertake in each of our priority health areas are outlined below.

| Priority areas | Actions |
|-------------------------------------|--|
| Increasing healthy eating | <ul style="list-style-type: none">• Reduce children's exposure to marketing of unhealthy food• Increase access to healthy food• Encourage healthy eating habits from a young age• Improve public awareness of healthy eating choices |
| Increasing physical activity | <ul style="list-style-type: none">• Create opportunities for people to engage in physical activity• Shape environments to enable physical activity and reduce sedentary lifestyles• Promote active living as part of daily life• Increase knowledge and skills of the benefits of physical activity |
| Improving mental health | <ul style="list-style-type: none">• Shape environments conducive to good mental health• Create opportunities for social inclusion and connectedness• Improve public understanding of the catalysts of good mental health• Reduce social harms (e.g. bullying, discrimination) |
| Preventing harm from alcohol | <ul style="list-style-type: none">• Improve access to alcohol-free environments• Reduce underage exposure to drinking and alcohol promotion• Promote awareness of healthy drinking habits• Normalise moderation in adult alcohol consumption• Promote abstinence from alcohol among pregnant women and young people under 18 years |
| Creating a smoke-free WA | <ul style="list-style-type: none">• Normalise smoke-free environments• Reduce tobacco exposure among children and young people• Promote benefits of smoke-free living• Remove drivers of smoking uptake• Promote benefits of smoking cessation |

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.

Our Healthy Partnership Program prioritises:

- Children (12 and under) and young people (aged 13-17);
- Aboriginal and Torres Strait Islander people;
- People from Culturally and Linguistically Diverse communities;
- People living in rural and remote communities, and
- People who are disadvantaged.



Who is eligible for funding?

Eligible organisations are defined as:

- **Sport:** organisations with capacity to deliver health promotion outcomes through sport or active recreation for the purposes of achieving increased physical activity
- **Arts:** organisations with capacity to deliver health promotion outcomes involving arts and cultural programs or activities that provide opportunities for people to participate in, or to gain new experiences
- **Racing:** organisations with capacity to deliver health promotion outcomes through motor car or motorcycle racing
- **Community Events:** organisations with capacity to deliver health promotion outcomes through events that encourage broad community engagement
- **Community Based Activities:** organisations delivering health promotion outcomes through sport, recreation, arts, cultural, or racing programs or facilities.

In addition, to be eligible for funding you must:

- Be an incorporated association, company, statutory body or trust;
- Be ABN registered or provide an ATO 'Statement By Supplier' form;
- Fulfil all previous acquittal requirements for Healthway funded programs;
- Maintain a general public liability insurance policy of at least \$10,000,000 for the term of the partnership;
- 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; and
- Not accept or have accepted any form of funding from tobacco companies or their related foundations, either directly or indirectly.

Funding from Healthway cannot be used for:

- Camps, conferences, uniforms and club owned playing equipment;
- Capital works, equipment, fundraising, purchase of infrastructure or costs associated with running an organisation;
- Boxing or any activity that allows the deliberate targeting of the head within the rules;
- The advancement or promotion of a religion or religious outlook or the recruitment of people to a religion;
- The advancement or promotion of a political organisation or political outlook;
- Overseas/interstate travel and tours, or activity occurring outside WA;
- School activities that form part of the core curriculum; and
- Auspiced funding arrangements.

What are Healthway's requirements for funding?

Aligned to our vision of a healthy WA, to be eligible for over \$5,000 Healthy Partnership funding, organisations must meet the below requirements:

- 1.** Legally execute a Partnership Program Agreement (Agreement) that formally describes the responsibilities of the recipient of any funding from Healthway. Please review the Agreement template on our website.
- 2.** Meet the conditions outlined in our Minimum Health Requirements Policy for all activities – These are minimum requirements of our Healthy Partnership grants.
- 3.** Comply with our Co-Supporters Policy – There is an expectation that organisations seeking funding from Healthway are committed to achieving good health. Healthway will generally not provide any funding to organisations that have arrangements (direct or indirect) with co-supporters resulting in the promotion of unhealthy brands or messages.
- 4.** Comply with our Healthy Food and Drink Provision Policy where applicable – Healthway requires organisations to increase healthy food and drink choices at funded events by creating settings that encourage healthy eating.

These requirements are summarised in the table on the next page.

| Requirements for funding | What you will need to do |
|--|--|
| Minimum Health Requirements Policy | <p>To ensure funded activities align with our core purpose of promoting and facilitating good health, a number of minimum requirements are applied as a condition of all funding. These minimum requirements are aligned to our strategic priorities.</p> <p>If food and drinks are available:</p> <ul style="list-style-type: none">• Provide healthy food and drink options;• Do not use unhealthy food and drink vouchers as prizes, awards, promotions;• Provide free drinking water. <p>If alcohol is available:</p> <ul style="list-style-type: none">• Alcohol is served in standard drink portions;• Low strength and non-alcoholic options are available;• Do not use alcohol as prizes or awards;• Ensure there are no activities or promotions that encourage rapid consumption of alcohol (e.g. discounted drink prices, happy hours, drinking competitions);• Ensure there are no promotions or event names that glamorise getting drunk or imply that getting drunk is desirable. <p>Healthway funded projects are required to:</p> <ul style="list-style-type: none">• Provide and maintain smoke-free indoor and outdoor areas (including e-cigarettes/vaping);• Healthway's Smoking in the Arts Policy applies to all funded performances;• Provide adequate sunshade. |
| Co-Supporters Policy | <p>Our Co-Supporters Policy aims to reduce the promotion of unhealthy brands and minimise the risk that the promotion of good health is being undermined by the presence of other sponsors.</p> <p>Funded organisations are required to provide Healthway with information on any new or existing sponsors or associates who seek to promote, advertise or endorse alcohol, food and beverages with low nutrients and high in kilojoules, saturated fat, added sugar or added salt, the promotion of gambling to underage audiences and tobacco products.</p> <p>Healthway will review applicants' Co-Supporters' Declaration and, if deemed necessary, will assess the risk of co-funding to Healthway achieving its health promotion objectives.</p> |
| Healthy Food and Drink Provision Policy | <p>Healthway supports increasing healthy food and drink choices at funded events by creating settings that support healthy eating. As such, Healthway applies the following minimum conditions for projects where food and drinks are offered for sale:</p> <ul style="list-style-type: none">• Sugary drinks will not be on display; and• Funded organisations will encourage the attendance of food vendors from the Healthier Vendor Guide, or vendors who are able to offer food and drink choices that are consistent with the assessment criteria for inclusion in the Guide. |

Support to develop your application

As part of the application process you will also be required to develop and submit a Health Promotion Plan. This is an opportunity for you to identify what you think will work best in achieving better health outcomes within your community. A template Plan is available for download and supporting resources.

To support you in developing your application, Healthway has designed a **Toolkit** with a Best Practice Guide, health information, resources and case study examples. The Toolkit is available on the **Healthway website** [\[LINK\]](#). Our Healthy Partnership Team is also available to help and can work with you on developing your ideas for your project.

1



The Best Practice Guide is a step-by-step guide to help you develop your project ideas and complete an effective Health Promotion Plan.

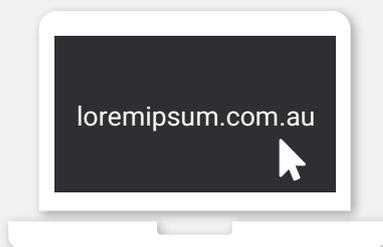
A completed Health Promotion Plan is a requirement of our Over \$5,000 program.

The Plan gives your organisation an opportunity to map the key activities that your project will deliver to improve health in your community.

The Best Practice Guide takes you through this step-by-step process.



2



The Toolkit includes key information and facts on our five priority health areas, including information on why the health issue you are addressing is important in the community. It also shows that health issues are often inter-related and influence each other.

The Toolkit also includes resources to help you in developing effective communication and education strategies you may wish to include in your Health Promotion Plan.



3

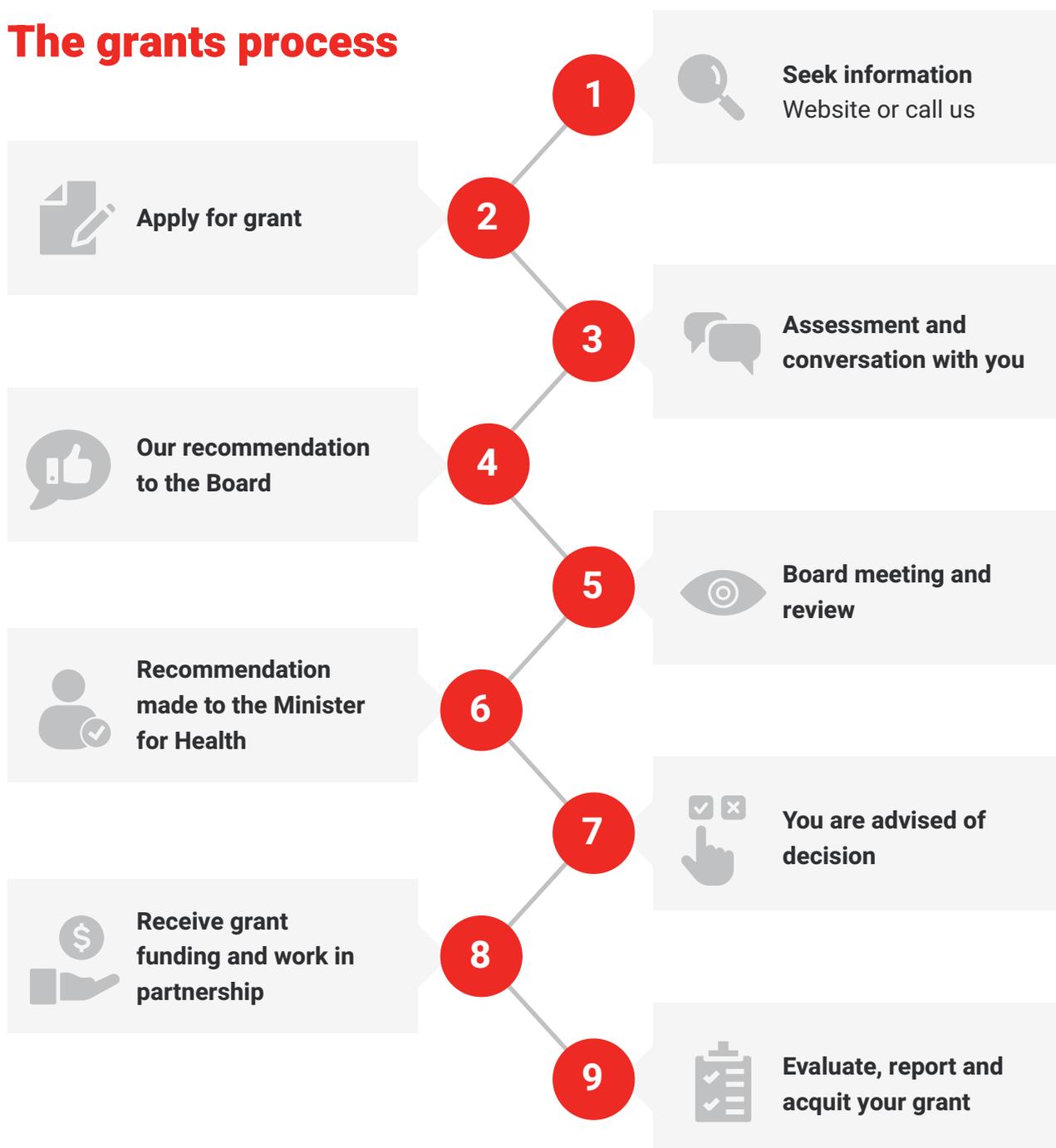
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We have also developed a number of case studies to showcase how organisations can develop a health promotion plan using the Best Practice Guide.

What is the application and assessment process?

All applications are assessed by Healthway 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 other funding partners.

The grants process



What happens if my application is successful?

Following the assessment and approval process, we will notify you of the outcome of your application. If successful, we will send you a Letter of Offer detailing the funding and the next steps required to commence your project.



All successful applicants will be required to submit a report at the conclusion of the project, which includes:

- An online acquittal form and report which highlights how your project objectives were achieved as outlined in the Agreement;
- A financial acquittal statement showing how the funds were spent; and
- Photographs or promotional material demonstrating your organisation's healthy activities.

Completing an application

To be considered for funding, applicants need to **(1) complete an online application form** and **(2) develop a Health Promotion Plan**.

Healthway's **Best Practice Guide** [[hyperlink to website download](#)] will assist organisations to develop a Health Promotion Plan. Other supporting resources are also provided on the Healthway website.

The application form is available through Healthway's online application portal [here](#). To access this, you will need to register and upload your organisation's contact and financial banking details. If you have used the online application form previously, your details will be available when you log into your account.

The following instructions will provide you with a step-by-step guide to completing the application form. It is important that you consult Healthway's Healthy Partnership Team prior to completing an application.

Applications must be received **at least five (5) calendar months** prior to the commencement of the project.

| Information required | Explanation |
|-----------------------------------|---|
| Partnership details | <p>Please enter the following:</p> <ul style="list-style-type: none">• Project title• Area that your project falls under (Sport, Arts, Racing or Community Events)• Number of years of requested funding• Total cost of the project and the requested Healthway funding• Start and end date (Please ensure the start date of your project meets Healthway's minimum time of FIVE months)• Description of your project• The main health issue your project will address. It is important that the health issue is chosen in consultation with Healthway. |
| Organisational information | <p>Please provide (or update) the following:</p> <ul style="list-style-type: none">• Contact person (legal signatories, primary organisation and program contact) for the project• An overview of your organisation including core function, target market and brief history• Your organisations bank account details and GST status• Confirm ABN and organisational status (are you an incorporated association, company, statutory body or trust?) |

| Information required | Explanation |
|---|---|
| Health Promotion Plan | <p>Read the Best Practice Guide (hyperlink) and follow the step-by-step instructions to develop a Health Promotion Plan (hyperlink).</p> <p>This will include details of the aim, objectives and strategies of your project and how it will be reviewed.</p> <p>Please also ensure your Health Promotion Plan details how you will meet Healthway's Minimum Health Requirements Policy and Healthy Food and Drink Provision Policy, where applicable, as this is a requirement of funding.</p> <p>If you request funding for a number of different programs you must provide details of these programs in the Health Promotion Plan (hyperlink). For each program you will need to identify information around the following:</p> <ul style="list-style-type: none">• Name of the program• Program description• Location of the program• Program start and end date• Requested amount from Healthway for program• Number of people involved |
| Consultation and Partnership | <p>Briefly outline the consultations that you have undertaken or plan to undertake regarding your proposed project. This should include any health and community organisations, participants and the broader community.</p> <p>Are you working with any other partners on this project? If so, please provide details.</p> |
| Locations | <p>Enter the locations where the project will occur including name and postcode.</p> |
| Project reach and priority populations | <p>Outline the total reach of your project by completing the table.</p> <p>Also provide the number of participants and audience/spectators by priority group.</p> |
| Budget | <p>Please upload your budget with details of all income and expenses (excluding GST) associated with the project.</p> |
| Co-Supporters Declaration | <p>Please download and review the Co-Supporters Policy and if applicable, complete the declaration form relating to any supporters that use unhealthy brands (monetary or product) either directly or through a third party.</p> <p>This will need to be attached to your application when it is submitted.</p> |
| Supporting documents | <p>Please upload all of the required supporting documents:</p> <ul style="list-style-type: none">• Health Promotion Plan;• Income and Expenditure Project Budget;• Recent bank statement;• Two most recent financial statements;• Constituent documents, e.g. Constitution, Rules of Association, TrRust Deed;• Co-Supporters Declaration (where applicable). |

Ready to apply?

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

Application checklist:

-  1. Read the Healthy Partnership Program Guidelines for details on grant eligibility.
-  2. Contact Healthway's Healthy Partnership Team to discuss your project prior to submitting an application.
-  3. Ensure your organisation and your governing body can enter into a Partnership Program Agreement, meet the Minimum Health Requirements Policy and comply with the Co-Supporters Policy, and Healthy Food and Drink Provision Policy.
-  4. Register and complete the Application Form online at healthway.wa.gov.au
-  5. Upload all required supporting documents (as per page 13).
-  6. Review all your details to ensure they are accurate.
-  7. Submit the Application Form to us a **minimum of FIVE months** prior to the commencement of the project.