



Healthy Partnership Program

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For sport, arts, racing and community groups



Guidelines for funding applications **up to \$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.

Up to \$5,000 funding

The aim of the up to \$5,000 Healthy Partnership program is to support sport, arts, racing and community groups to create **healthy environments** for our community.

These guidelines provide an overview of our funding requirements and application process for grant funding up to \$5,000. There are separate guidelines when the amount requested is over \$5,000.

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. Organisations are encouraged to contact our Healthy Partnership Team in 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
- 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 up to \$5,000 Healthy Partnership funding, organisations must meet the requirements outlined in the table on the next page.

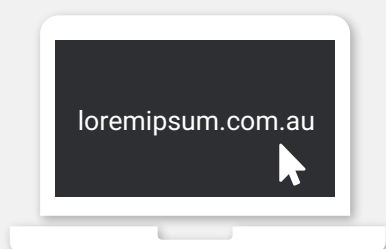


Requirements for funding	What you will need to do
Conditions of funding	<p>Applicants are required to read and agree to our Conditions of Funding as part of an application to Healthway. A Conditions of Funding document that has been signed by the person(s) legally able to enter contracts must be attached to your application.</p>
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>

Requirements for funding	What you will need to do
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.</p> <p>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. <p>Free training is provided for an organisation representative through the Fuel to Go & Play online community venue training.</p>
Healthy Environments Policy	<p>You are required to develop a Healthy Environments Policy which will support your organisation to create healthy environments for your community.</p> <p>Healthway has developed a template (hyperlink) to support you in writing your Policy.</p> <p>Your Healthy Environments Policy (or an existing one) is required to be submitted to Healthway on completion of the project.</p>

Support to develop your application

To support you in developing your application, Healthway has designed a **Toolkit** with 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.



Healthway has provided key information and facts on our five priority health issues.

These resources outline why the health issue/s your project is addressing is important in our community, and how health issues are often inter-related and influence each other.

You can also view a series of **case studies** developed to support you in working through the application process. [*hyperlink*](#)

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 processes, we will notify you of the outcome of your application. If successful, we will send you an Approval Letter to confirm the funded amount and the health promotion message.

In addition, all successful applicants will be required to submit a report at the conclusion of the project, which includes the following:

- An online acquittal form which highlights how your project objectives were achieved as outlined in the Agreement;
- A financial acquittal statement showing how the funds were spent;
- Your organisation's Healthy Environments Policy;
- A copy of the Fuel to Go & Play Community Venue Training Certificate (if applicable); and
- Photographs or promotional material demonstrating your organisation's healthy activities.

Completing an application

To be considered for funding, applicants are required to complete an online application which is available through Healthway's online 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 provide you with a step-by-step guide to completing the application form. It is important that you consult with 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 your project falls under (Sport, Arts, Racing or Community Events) • 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 lead 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 and contact people	<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 organisation's bank account details and GST status • Confirm ABN and organisational status (are you an incorporated association, company, statutory body or trust?)
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>
Location, reach and priority populations	<p>Please provide the following:</p> <ul style="list-style-type: none"> • Project location(s) including the suburb and postcode • Project reach or how many people will be involved in the project. These figures should not include people reached via media or social media • The number of priority population groups involved in your project
Project details	<p>Please provide the following:</p> <ul style="list-style-type: none"> • Explain the health issue your project will address (this should include one or more of Healthway's strategic health priorities) • Detail how you will promote the health message through your project • Detail how your project will engage Healthway priority populations
Creating healthy environments	<p>Complete the table provided in the application form to show how your project will create an environment for your community that supports healthy choices.</p> <p>The actions in this table enable your organisation to meet all Healthway's funding requirements.</p> <p>Free training is provided for an organisation representative through the Fuel to Go & Play online community venue training.</p>

The application process

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







Information required	Explanation
Healthy Environments Policy	<p>You are asked to develop a Healthy Environments Policy which will support your organisation to create healthy environments for your community. Healthway has developed a template (hyperlink) to support you in writing your Policy.</p> <p>This is required to be submitted to Healthway on completion of the project.</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">• Conditions of funding document• Income and Expenditure Project Budget• Recent bank statement• Two most recent financial statements• Constituent documents, e.g. Constitution, Rules of Association, Trust 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. Check your organisation is eligible by reviewing the eligibility criteria. | <input type="checkbox"/> |
|  | | |
|  | 2. Contact Healthway's Healthy Partnership Team to discuss your project prior to submitting an application. | <input type="checkbox"/> |
|  | | |
|  | 3. Ensure your organisation and your governing body can meet the Minimum Health Requirements Policy and comply with the Co-Supporters Policy and Healthy Food and Drink Provision Policy. | <input type="checkbox"/> |
|  | | |
|  | 4. Register and complete all sections of the Application Form via our website . A full assessment of your application cannot be undertaken without this information. | <input type="checkbox"/> |
|  | | |
|  | 5. Upload all required supporting documents (as per page 13). | <input type="checkbox"/> |
|  | | |
|  | 6. Confirm the details are accurate as your organisation will be required to submit an acquittal based on the information you provide through your application. | <input type="checkbox"/> |
|  | | |
|  | 7. Submit the Application Form to us a minimum of FIVE months prior to the commencement of the project. | <input type="checkbox"/> |