

# 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
- Health Promotion Partnership Grants
- Health Promotion Project Grants
- Health Promotion Research Grants

More information is available on the Healthway website at [www.healthway.wa.gov.au](http://www.healthway.wa.gov.au) and will be updated regularly.

Contact us on 133 777 or on email at [healthway@healthway.wa.gov.au](mailto:healthway@healthway.wa.gov.au).

*This information is current as at 31 January 2021*

## 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.

### 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.

### What will happen when the Healthway office is closed during lockdown?

The Healthway team is working remotely to continue to support you. Priority will be given to continuing the flow of grant funding payments. Other grant related issues will be addressed when it is practical to do so. We will keep you informed.

### Is Healthway receiving new grant applications for funding?

Yes, we continue to receive new applications for funding.

For any new applications funding will be prioritised to initiatives that are best suited to the current environment.

It is a condition of any new funding that activities undertaken will not contravene Government measures relating to COVID-19 including those relating to physical distancing.

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

We will continue to update our communications on a regular basis.

Further information is available on the Healthway website at [www.healthway.wa.gov.au](http://www.healthway.wa.gov.au) or contact us on 133 777 or on email at [healthway@healthway.wa.gov.au](mailto:healthway@healthway.wa.gov.au).

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

We're following the advice of Government in guiding our work during COVID-19.

Information published on the State Government's website ([www.wa.gov.au](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?

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 those relating to physical 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 three 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?

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 for funding support likely to proceed under current COVID-19 phase of 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 environment?
- Is the funding of this initiative critical now?

## PARTNERSHIP PROGRAM GRANTS

### What will happen to my current Healthway Partnership Program 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 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 healthy 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 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.

### **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 phase of the COVID-19 roadmap in Western Australia. Funding for new applications will be prioritised to initiatives that are best suited to the current environment.

### **Will Healthway be providing event funding in 2021?**

Healthway will continue to ensure all funded events align with current Government COVID-19 measures.

### **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 to accept applications for new funding noting that funding will be prioritised to initiatives that can be reasonably delivered at this time. 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?**

We will continue 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?**

Our Health Promotion Project Grant applications remain open and consideration will be given to the viability of delivering the grant under the current phase of COVID-19 restrictions. Funding for new applications will be prioritised to initiatives that support our priority health issues and are best suited to the current environment.

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

For Health Promotion Project grants under \$5,000 these will 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 continue to:

- 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
- Ask for financial and performance reporting for all Healthway funded grants, although timeframes may be varied where required.

## **HEALTH PROMOTION RESEARCH GRANTS**

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

We know many of our funded research grants have been impacted by COVID-19 restrictions and may continue to experience 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 through [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au)

### **What will happen to current research applications?**

Healthway will continue to assess any current applications. If this changes, we will contact you accordingly.

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

We will:

- Continue to work with you for the cancellation or variation (methodology and timeframes) of research grants where appropriate.
- Continue to process current grant applications.