



Healthy Partnership Program

For sport, arts, racing
and community organisations

Guidelines for funding requests **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 organisations 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.

We see partnerships as an important vehicle for bringing together diverse skills and resources for more effective health promotion outcomes.

The Healthy Partnership Program is focused on organisations collaborating with Healthway to develop their request. In working together, we hope to combine expertise from across sport, arts, racing and community sectors with Healthway's knowledge of effective health promotion strategies to achieve health outcomes that benefit the broader community.

We look forward to working with you.

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 request process for grant funding over \$5,000. There are separate **guidelines** 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.

Requests 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.



Partnering with Healthway

In the request 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 options
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">• Increase knowledge of strategies for staying mentally healthy• 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 (bullying, discrimination)• Improve knowledge of how to seek help when needed
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

Partnering with Healthway

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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;
- People experiencing disadvantage; and
- People with disabilities.

If your organisation wishes to work with Aboriginal people and/or communities, please refer to **Healthway's Policy on Engaging with Aboriginal People and Communities** for guidance.



Who is eligible for funding?

Eligible organisations are defined as:

- **Sporting organisations** involved in a recognised sport or active recreation that can deliver health promotion outcomes
- **Arts organisations** involved in arts and cultural programs or activities that can deliver health promotion outcomes
- **Racing organisations** involved in motor car or motorcycle racing that can deliver health promotion outcomes
- **Community events** that can deliver health promotion outcomes through events that can provide broad community participation
- **Community organisations** delivering health promotion outcomes through sport, recreation, arts, cultural, or racing programs, activities 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;
- School activities that form part of the core curriculum and activities organised by school P&Cs;
- Overseas/interstate travel and tours, or activity occurring outside WA; 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. If funding is approved, you will receive a tailored Agreement specifically for your project.
- 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, our Minimum Health Requirements Policy is 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>Grant applicants are required to complete a Co-Supporters Declaration form 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 a grant 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 options 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 • Supported 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 request

1. As part of the request 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 **Health Promotion Plan template** is available for download.
2. To support you in developing your request, Healthway has designed a **Toolkit** with a **Best Practice Guide**, health information, resources and case study examples. Our Healthy Partnership Team is also available to help and can work with you on developing your ideas for your project, including creating your tailored Health Promotion Plan.

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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.



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The Toolkit includes key information and facts on our five priority health areas. You will also find resources to help you develop objectives and strategies to include in your Health Promotion Plan.



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

What is the request and assessment process?

All requests for funding 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 to discuss your request.



What happens if my request is successful?

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



All supported organisations will be required to report on the progress of their project, which includes the following:

- A mid-term project report (if requested) highlighting how your project objectives were achieved during a given period, as outlined in the Agreement;
- A final project report which highlights how your project objectives were achieved as outlined in the Agreement;
- A financial statement showing how the funds were spent; and
- Photographs or promotional material demonstrating your organisation's healthy activities. This may also include copies of any documentation highlighted in the Partnership Implementation Plan, such as a Healthy Policy or survey results.

Completing a request

To be considered for funding, grant applicants need to **(1) complete an online request form** and **(2) develop a Health Promotion Plan**. The request form and a Health Promotion Plan template are available through the **Lotterywest Healthway Grants Portal**. A preview of the form is available on **our website**.

Healthway's **Best Practice Guide** will assist organisations to develop a Health Promotion Plan. Other supporting resources are also provided on the Healthway website.

The following instructions provide you with a step-by-step guide to completing the request form. It is important that you consult Healthway's Healthy Partnership Team prior to completing a request. Requests must be received **at least five (5) calendar months** prior to the commencement of the project.

Please ensure your organisation's details are up to date in the Portal before you commence the request form. This includes:

- A recent bank statement from your organisation's main operating account.
Note the account name must match the applicant's legal entity name.
- Your latest financial statement.
- Your latest Annual Report or AGM minutes.
- Your constituent document (e.g. Constitution, Rules of Association, Trust Deed).
- Latest list of Directors/Board or Management Committee members.

You can save and exit a request that you have started as often as you like. You will not be able to submit the request if your organisation's details are not current.



Information required	Explanation
Organisation Information	Please provide (or update) the contact person, legal signatories and person applying for the funding.
Request Details	<p>Please enter the following information:</p> <ul style="list-style-type: none"> • Area your project falls under (Sport, Arts, Racing or Community Events). • Funding amount range. • Project Title. • Summary of your project. • The priority health area that best aligns to your project. It is important that the health area is chosen in consultation with Healthway. • Start and end dates.
Health Promotion Plan	<p>Read the Best Practice Guide and follow the step-by-step instructions to develop a Health Promotion Plan. 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. 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 (including participants and spectators) • Healthway Priority Groups participating in each activity/program.
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>
Project Reach and Priority Populations	<p>Outline the total reach of your project by completing the tables. Also provide the number of participants/organisers and spectators/audience by priority populations.</p> <p>If you are planning to work with Aboriginal people and/or communities please refer to Healthway's Engaging with Aboriginal People and/or Communities Policy for guidance.</p>

The request process









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Information required	Explanation
Project Details	<p>Please enter the following information:</p> <ul style="list-style-type: none">• The primary region that will benefit from the funding. If the activities are occurring across three or more regions, please select statewide.• Up to 5 categories of people who will benefit from the funding.
Project Budget and Other Funding	<p>Please complete the tables and upload your project budget with details of all income and expenses (excluding GST) associated with the project.</p>
Co-Supporters	<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>Fill in the table and upload the Co-Supporters Declaration Form, if applicable.</p>
Healthy Policies	<p>Please confirm your organisation is able to adhere to Healthway's policies.</p>
Documents	<p>Upload any other documents to support your request e.g. letters of support in the Supporting Documents upload box.</p>

Ready to apply?

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

Request checklist:

- | | | |
|---|---|--------------------------|
|  | 1. Read the Healthy Partnership Program Guidelines for details on eligibility. | <input type="checkbox"/> |
|  | 2. Contact Healthway's Healthy Partnership Team on 133 777 to discuss your project prior to submitting a request. | <input type="checkbox"/> |
|  | 3. Ensure your organisation and your governing body can enter into a Partnership Program Agreement and meet the relevant policies including the Minimum Health Requirements Policy and comply with the Co-Supporters Policy and Healthy Food and Drink Provision Policy. | <input type="checkbox"/> |
|  | 4. If you have received Lotterywest or Healthway funding previously, ensure your organisation's details are up to date in the Lotterywest Healthway Grants Portal . If you are applying for Lotterywest or Healthway funding for the first time, register your organisation and user details in the Portal . | <input type="checkbox"/> |
|  | 5. Complete all sections of the Healthy Partnerships Funding request form available from the Portal . A full assessment of your request cannot be undertaken without this information. | <input type="checkbox"/> |
|  | 6. Prepare the supporting documents to submit with your request. | <input type="checkbox"/> |
|  | 7. Review all your details to ensure they are accurate. | <input type="checkbox"/> |
|  | 8. Submit the Request Form via the Portal allowing a minimum of FIVE months prior to the commencement of the project. | <input type="checkbox"/> |

For more information
please contact us

📞 133 777 ✉ healthway@healthway.wa.gov.au
healthway.wa.gov.au