



Healthy Partnership Program

**For sport, arts, racing
and community organisations**



Guidelines for funding requests **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 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 project. 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.

Up to \$5,000 funding

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

These guidelines provide an overview of our funding requirements and request 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.

Requests must be received at least four (4) 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. 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 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 levels• 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;
- 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
- Not accept or have accepted any form of funding from tobacco companies or their related foundations, either directly or indirectly.

Requirements for funding

7

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 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>Grant applicants are required to read and agree to our Conditions of Funding as part of a request to Healthway. A Conditions of Funding document that has been signed by the person(s) legally able to enter contracts must be submitted with your request.</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>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>

Requirements for funding	What you will need to do
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.</p> <p>Therefore, for organisations that occupy and manage food and drink outlets or provide their own food and drink services, it will be a condition of funding that sugary drinks will not be on display. Sugary drinks may still be sold, however they cannot be displayed for sale or advertised.</p> <p>For event-based projects, supported organisations will also encourage the attendance of food vendors from the Healthier Vendor Guide, or vendors/caterers who are able to offer food and drink options that are consistent with the assessment criteria for inclusion in the Guide.</p> <p>Free training is provided for an organisation representative through the Fuel to Go & Play online community venue training.</p>
Healthy Environments Policy	<p>Supported organisations are required to develop a Healthy Environments Policy which will support their organisation to create healthy environments for their community.</p> <p>Healthway has developed a template to support the writing of this Policy.</p> <p>Supported organisations are required to submit to Healthway on project completion their Healthy Environments Policy (or an existing one).</p>

Support to develop your request

To support you in developing your request, Healthway has designed a Toolkit with health information, resources and case study examples. The Toolkit is available on the **Healthway website**. Our Healthy Partnership Team is also available to help and can work with you on developing your ideas for your project.



Healthway has provided a **Toolkit** with key resources and facts for our five priority health areas. These resources will support you to develop your request and to deliver your project.

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 processes, we will notify you of the outcome of your request. If successful, we will send you an Approval Letter to confirm the funded amount and the health promotion message. A member of the Healthy Partnerships Team will then be in contact with you, to guide you through the Healthy Partnerships Toolkit.

All supported organisations will be required to submit a report at the conclusion of the project, via the [Lotterywest Healthway Grants Portal](#) which includes the following:

- A final project report which highlights how your project objectives were achieved as outlined in the request;
- A financial 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 of educational, promotional or media materials.

Completing a request

To be considered for funding, grant applicants are required to complete an online request form which is available through the [Portal](#). You can preview the request form on [our website](#).

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

Requests must be received **at least four (4) 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.• Description of your project, including the specific location(s) where it is taking place.• 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.
Project Planning	<p>Please enter the following information:</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.• Detail any consultation or any partnerships you have formed to be able to deliver the project.

Information required	Explanation
Project Reach and Priority Populations	<p>Outline the total reach of your project by completing the tables.</p> <p>Also provide the number of participants and spectators/audience by priority group.</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>
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. Remember, the exact location details are added to your project description. • Up to 5 categories of people who will benefit from the funding.
Project Budget and Other Funding	<p>Please complete the tables. The amount requested from Healthway cannot exceed \$5,000 on this program.</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>
Creating Healthy Environments	<p>Answer the questions in the request form to show how your project will create an environment for your community that supports healthy choices.</p> <p>The actions covered by these questions 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>
Documents	<p>Grant applicants are required to read and agree to our Conditions of Funding as part of a request to Healthway. A Conditions of Funding document that has been signed by the person(s) legally able to enter contracts on behalf of your organisation must be submitted with your request.</p> <p>Please upload your budget with details of all income and expenses (excluding GST) associated with the project as one of your supporting documents.</p> <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:

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|  | 1. Check your organisation is eligible by reviewing the eligibility criteria above. | <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 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. Confirm all information is accurate as your organisation will be required to submit an acquittal report based on the information you provide in your request. | <input type="checkbox"/> |
|  | 8. Submit the Request Form via the Portal allowing a minimum of FOUR months prior to the commencement of your project. | <input type="checkbox"/> |

For more information
please contact us

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