



Healthy Schools Program

Our **Healthy Schools Program** works in partnership with Western Australian schools to build a healthy and more active Western Australia (WA).

Applications must be received at Healthway by 5pm, Wednesday 27 April 2022.

Please contact Healthway's Health Promotion Team to discuss your ideas prior to developing your proposal on 133 777 or email healthway@healthway.wa.gov.au.

Healthway works in partnership with Western Australian (WA) schools to build a healthy and more active WA. The Healthy Schools Program aims to support schools to develop projects that promote the health of students through activities aligned with the Health Promoting Schools Framework.

These guidelines provide an outline of Healthway's Healthy Schools Program, including details around eligibility requirements, and the application and assessment process.

About the Healthy Schools Program

Healthway is offering grants of up to \$5,000 to WA schools through the **Healthy Schools Program**. This initiative aims to support schools to develop projects that promote the health of their students through activities aligned with the Health Promoting Schools Framework.

The objective of this program is to fund activities related to the promotion of good health amongst the school community, using a whole-school approach. Applications for Healthy Schools grants should aim to:

- Increase student knowledge and skills.
- Positively change health behaviour.
- Improve student health and wellbeing.
- Implement school policies to create environments that support good health.

The Healthy Schools Program supports our five key priority health areas:



We acknowledge many children and young people face barriers to good health and we remain committed to working with schools and a range of partners to find new and innovative ways to achieve better health for Western Australians that need it the most.

To learn more about how to implement a Healthy Schools project at your school, download the [Healthy Schools Program Toolkit](#). The toolkit has information, resources, and case studies to help you develop your school project and ensure it is aligned to the Health Promoting Schools Framework.

Eligibility

The Healthy Schools Program is open to all schools across WA. Applications may be submitted by the school, or the school's Parents and Citizens Association.

All schools throughout WA are eligible to apply, and applications are particularly encouraged from schools in rural and remote areas, and those with a high proportion of students from Aboriginal and Torres Strait Islander backgrounds, culturally and linguistically diverse communities and/or others experiencing disadvantage.

Funds granted by Healthway can be used as a contribution towards:

- Resources for classroom activities.
- Prizes or incentives for the students involved in activities.
- Administrative costs associated with classroom activities or publicity, for example: photocopying.
- Establishment of a fruit and vegetable garden (up to \$1,000).
- Up to two days of teacher relief to participate in the preparation and management of the project or staff professional development to support the project (up to \$1,000).
- Materials required to make promotional items, for example: signs.
- Catering expenses for promotional activities/launch of guidelines/parent activities (up to \$100).
- Sporting equipment (up to \$1,000).
- Other equipment costs as a small component of the overall costs (up to \$100).
- Inviting guest speakers (up to \$1,000).

Funds cannot be used for:

- Intrastate/interstate travel and camps or conferences.
- Catering and food for an ongoing activity, for example: breakfast clubs.
- Capital works, equipment, fundraising, purchase of infrastructure or costs associated with running the school or office. This includes items such as vaping detectors or shade sails.
- School activities that form part of the core curriculum (refer to Healthway's [Educational Settings policy](#)).
- The advancement or promotion of religion, religious outlook, or faith-based activities.
- Treatment/rehabilitation/counselling/therapy and direct health service delivery or the provision of food and welfare assistance.
- Projects that are not based on best practice in health promotion.

Requirements for funding

Conditions of Funding

- As part of Healthway funding, applicants are required to read and agree to our [Conditions of Funding](#). The Conditions of Funding document that has been signed by the person(s) legally able to enter contracts must be attached to your application.

Co-Supporters Policy

- Organisations and their affiliates cannot accept any form of funding from tobacco companies or their related foundations or have any direct or indirect arrangements, connections, or dealings with the tobacco industry.
- Organisations may not be eligible for funding if they receive funding or have an association with unhealthy brands or companies (food and drinks, alcohol, and gambling). Please review our [Co-Supporters Policy](#) for more information.
- If applicable, please complete the declaration form relating to supporters that use unhealthy brands (monetary or product) either directly or through a third party. The [Co-Supporter Declaration Form](#) will need to be attached to your application when it is submitted.

Educational Settings Policy

Applications from educational institutions, or associated organisations, may be considered eligible for funding where the objectives and outcomes of the project have health promotion benefits aligned to Healthway's strategic priorities and target groups, and where the following apply:

- There are health promotion opportunities not otherwise available to a priority target group.
- The activities extend beyond the core business of educational institutions and are not the responsibility of State, Federal, or other funding authorities.
- Participation and development is encouraged across educational institutions, as well as within, and across communities.
- The activities are aligned with the principles of the [Health Promoting Schools Framework](#).

Working with Children

- Organisations that receive Healthway funding are required to comply with the *Working with Children (Criminal Records Checking) Act 2004* and conduct criminal record checks for employees and volunteers as required. More information is available [here](#).

Acquittal

At the conclusion of the Healthy Schools grant, schools will need to provide copies of:

- A completed evaluation form to detail what worked well and what could be improved (provided by Healthway).
- Photographs of activities associated with the project.
- A certified financial statement of expenditure as per approved grant allocation.

Application and assessment process

Applicants are required to complete an application form which is available from Healthway's [website](#). All applications are assessed by Healthway and recommendations are approved by the Minister for Health. During the assessment process we may liaise with other relevant stakeholders including the partners you identify in the application, Lotterywest and/or other funding partners.

We are looking for innovative and clever ideas that respond to the school needs. Projects that have been co-designed by students, staff, parents, and community will be viewed favourably.

We are looking to fund projects that:

- Aim to improve health and wellbeing or prevent illness in school community.
- Demonstrate engagement with the broader school community and parents.
- Involve partnerships between health or other groups and organisations working in the school setting, or other local schools.
- Can be run as a pilot, which can be used as a model in other schools.
- Use community-based approaches (rather than one-to-one interventions) which address priority health areas.
- Build school environments that support change.
- Explore how to scale-up what works and make it sustainable.

Your application will be assessed using several criteria including:

- Its focus on a whole-school approach to address the health needs of the school community.
- The potential of the project to increase knowledge, change attitudes or behaviours to improve health.
- The ability of the project or some of the activities to be ongoing after Healthway's initial funding.
- If the project represents good value for money.

Ready to apply

1. Discuss your proposal with **Healthway's Health Promotion Team** prior to applying on 133 777.
2. Ensure your school can meet the requirements of funding and comply with the program guidelines.
3. Use the **Healthy Schools Grant - Up to \$5,000** application form following this section. All sections of the application form must be completed, and you must submit all the required attachments.
4. Download a copy of the [Conditions of Funding](#) and ensure it is executed by your legal signatory(ies).
5. Ensure you submit the required attachments being:
 - a. Recent bank statement (from your main operating account)
 - b. Conditions of Funding, executed by your legal signatory(ies)
 - c. Co-supporter Declaration Form (only if applicable).
6. Make a copy of the application for your own records and send the original with all required attachments to Healthway via email to healthway@healthway.wa.gov.au **before the closing date of April 27 2022 at 5pm.**



Healthy Schools Program

APPLICATION FORM – UP TO \$5,000

Application form

School details	Name: Address for correspondence: Telephone: Website: School ABN:
Contact person <i>Responsible for daily co-ordination of the project.</i>	Full name (include title): Position: Email: Primary contact number: Secondary contact number:
Legal signatory <i>A person in leadership position e.g., principle, school coordinator etc.</i>	Full name (include title): Position: Email: Primary contact number: Secondary contact number:

Healthy Schools Program

<p>Details of financial institution:</p> <p><i>A bank statement is required to be attachment to verify bank details.</i></p>	<table border="1"> <tr> <td data-bbox="512 450 699 577">Name of main operating account</td> <td colspan="3" data-bbox="703 450 1342 577"></td> </tr> <tr> <td data-bbox="512 584 699 712">Name of institution (include address)</td> <td colspan="3" data-bbox="703 584 1342 712"></td> </tr> <tr> <td data-bbox="512 719 699 779">Account Number</td> <td data-bbox="703 719 954 779"></td> <td data-bbox="959 719 1142 779">BSB</td> <td data-bbox="1147 719 1342 779"></td> </tr> </table>			Name of main operating account				Name of institution (include address)				Account Number		BSB	
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Account Number		BSB													
<p>Budget</p> <p><i>Note: Do not include GST.</i></p>	<p>Total cost of the project: \$</p> <p>Total requested from Healthway: \$</p>														
<p>Timeframes</p> <p><i>Please submit your application to Healthway with all required attachments.</i></p>	<p>Actual project commencement date:</p> <p>Completion date:</p>														

Project details

Priority health area

Please indicate which priority health issue/s will be addressed through this project (*select as many as apply*).

Increasing healthy eating	<input type="checkbox"/>
Increasing physical activity	<input type="checkbox"/>
Improving mental health	<input type="checkbox"/>
Preventing harm from alcohol	<input type="checkbox"/>
Creating a smoke-free school	<input type="checkbox"/>

Define and explain the importance of the health issue/s in the school community to be addressed. How was this health issue identified in the school community? Justify with supporting data where possible.

For example, high school students are experiencing a high degree of anxiety, young students are bringing a lot of unhealthy food items in their lunch boxes, or children do not engage in traditional extracurricular sports and have predominantly a sedentary lifestyle.

Description of the project

Project title	
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Give a clear a concise description of the proposed Healthy Schools project.

See case study examples in Healthy Schools Toolkit for some ideas to get you started if needed.

Objectives, strategies and evaluation

Your objectives should be specific and describe the changes the project will bring about. The strategies are the actions you will undertake to achieve the objectives. When designing strategies, consider the three key components of the Health Promotion Schools Framework (see [Healthy Schools Program Toolkit](#)). Finally, your evaluation should measure the achievement of your objectives.

Objectives	Strategies (actions)	Evaluation
Example: Reduce bullying and misconduct complaints by students.	<ul style="list-style-type: none"> Develop a mental health and wellbeing policy. Establish a buddy system between older and younger students. Run meditation classes for students. Become a member of the Friendly Schools Program. 	<ul style="list-style-type: none"> The policy is completed and endorsed by the school. Record the number of buddy pairs and get feedback on how this worked for them. Record the percentage of students participating in meditation classes by the end of the project. Monitor levels of complaints 3 months and 6 months after the changes have been made.
Objective 1		
Objective 2		
Objective 3		

Parent and community involvement

Explain how you will engage with parents and the broader community within your project.

For example, conduct several interactive parent/child activities or community events based on the health issues.

Keep it going

Outline how the project or aspects of the project will continue after the Healthway grant is completed.

For example, developing a school health and wellbeing committee, extension of ongoing classroom activities, develop or review school health promotion policy, become a partner or member of a WA school health promotion program.

Working in partnership with others

List the details of key external groups with whom you have consulted and collaborated with during the development of this project (for example, health promotion organisations, local business, local government, Aboriginal Community Controlled Organisations, community, or corporate sector).

Organisations consulted:

Sharing with the school community

Please explain how you will promote and disseminate outcomes of the project to the school community.

For example, have an article in the school newsletter or school website, write to or contact the local media regarding the school's health activities etc.

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Healthy Schools Program

Budget

Description of initiative	Service or product description	Amount requested from Healthway	Amount contributed in-kind or by other confirmed funding source
Example: A Hip-Hop education program for youth to increase physical activity and write and create music	Cost of a relief teacher	\$1000	\$100
	Cost of a dance instructor	\$1000	
	Art resources for classroom	\$300	
Total (exclusive of GST)			

Give a specific breakdown of how the money will be spent with a description. Please include any cash and/or in-kind contributions from the school or other sources. Please note the limits for individual items in the application guidelines. The total cost requested from Healthway should not exceed \$5,000. Do not include GST. Refer to the [Healthy Schools Program Toolkit](#) for more information.

Statistical data

Healthway will consider how many people will be exposed to health promotion activities through your project. Please indicate in the table below the estimated numbers in each population group that may be reached through the project. Note: Organisations are reminded of the need to ensure compliance, as applicable, in respect to the *Working with Children (Criminal Records Checking) Act 2004*.

	Estimated numbers of priority populations targeted by the project		
Children and young people (under 18)	ATSI people	Rural and remote communities	Culturally and linguistically diverse

Declarations

Healthway is collecting information in this application form (including all attachments) for the purposes of assessing and awarding applications for funding. Information collected will be accessed and used by Healthway for this purpose, as outlined below and in the Healthway Privacy Policy.

Healthway may disclose details of:

- Funding applications and information provided in the Application Form, including contact details of officers of the applicant organisation (Customer).
- All information relating to any funding provided to the Customer.
- Any of the Customer's previous funding and acquittal history with Healthway.
- Referees, members and employees of the Western Australian Health Promotion Foundation, Members of Parliament, other Government agencies or departments or other Western Australian statutory authorities for the purpose of advising on, processing, analysing, evaluating, promoting or reporting the application or the funding or enabling the other government entity to process and assess any other grant applications submitted by the Customer and otherwise in accordance with the Healthway Privacy Policy.

Details of application requests and approved funding may be made available on Healthway's website and annual reports, to Members of Parliament and other Government agencies or departments or Western Australian statutory authorities, to members of the Western Australian Health Promotion Foundation, to others for research and work purposes and in the media and other publications, as deemed appropriate by Healthway (collectively Other Sources). Customer information provided via this application form will be available to other authorised representatives of the Customer and Healthway staff.

Terms and Conditions

The Customer and I acknowledge and agree to the following:

1. I am authorised to act on behalf of the Customer to make funding applications.
2. I warrant that all information made or given in relation or preparatory to the Funding is true, correct, complete and in no way misleading or deceptive.
3. I have obtained the necessary consent from the Customer to ensure that I can agree to the information being disclosed and used by Healthway as outlined in these Terms and Conditions.
4. I have read, understood, and obtained the necessary consent from the Customer to agree to and meet the requirements of the Healthway Healthy Schools Program Guidelines for all projects and/or activities for which the funding is to be used.
5. I understand and have obtained the necessary consent from the Customer that in relation to the funded project/activity, the Customer must not enter into, perform or participate in any dealings, arrangement or contract whereby the Customer is promoting, advertising or endorsing, or allowing the advertising, promoting or endorsing of, any alcohol, food and beverages, the promotion of gambling products to underage audiences and tobacco products (which is or is likely to impinge upon or conflict with the philosophy or objectives of Healthway) without Healthway's prior written consent.
6. Where Healthway approves funding, Healthway may make available, disclose or publish the Customer's name, amount of the approved funding and the project to the Other Sources.

The applicant declares that the information provided in this application is true and correct.

Name: _____