



Healthy Venues Program

For community sport and recreation organisations



Guidelines for funding

Healthway works in partnership with sport and recreation organisations to help achieve our vision of a healthy and more active Western Australia (WA).

The Healthy Venues Program (Healthy Venues) is aligned to our strategic plan, **Active Healthy People 2018-2023** and aims to increase healthy food and drink choices and reduce children's exposure to marketing of unhealthy food in local community and State owned sport and recreation centres.

Through Healthy Venues, grants of up to \$5,000 per food and drink outlet are available to eligible Local Government entities or State owned sport and recreation venues located in WA.

These Guidelines provide an overview of Healthy Venues including eligibility and funding requirements. Before applying, all grant applicants are encouraged to contact Healthway's Health Promotion Team on 133 777 or email healthway@healthway.wa.gov.au to discuss the Healthy Venues Program and your ideas.

What is Healthy Venues?

Healthway is offering funding of up to \$5,000 per food and drink outlet to eligible Local Government or State sport and/or recreational venues to work in partnership with Healthway to achieve the following objectives:

- Increase the availability of healthy food and drink choices
- Increase the promotion, and where possible, the sale of healthy food and drink choices
- Remove the promotion of unhealthy food and drink choices
- Increase knowledge of healthy food and drink choices
- Provide a healthy and sustainable environment through healthy food and drink policies.

What is a retail food and drink outlet?

For the purposes of Healthy Venues, a retail food and drink outlet is defined as an onsite canteen, café, kiosk or coffee shop. If a venue with a food and drink outlet also has a vending machine(s) it will be included as part of this project. However, the venue will not be eligible for funding if a vending machine(s) is the only source of food and drink.

Who is eligible for funding?

To be eligible for this funding, you must:

- Be a Local government entity or State owned sport and recreation venue located in WA
- Provide and manage a retail food and drink outlet(s) at your venue(s). If your venue has a retail food and drink outlet that is managed by a third party, you must provide a written commitment to the Healthy Venues Program from the food service manager who is contracted to provide retail food at your venue
- Be prepared to work towards meeting all requirements of funding that are outlined in these guidelines.

A Local Government or State owned facility is not eligible for funding if it has previously received funding from Healthway for the same purpose.

What is a sport and recreation venue?

As part of Healthy Venues, a sport and recreation venue is defined as a recreation centre or complex including large multipurpose centres that may feature a gym, pool, group fitness rooms and extra services such as a crèche and allied health.

What needs to be delivered?

To meet the Healthy Venues objectives, we will help you deliver the following funding requirements.

Objective	What you will need to do
Increase the availability of healthy food and drink choices	<ul style="list-style-type: none">• Undergo a venue review to confirm food environments on-site including layout, level of food preparation, common suppliers, equipment, current signage and promotions, opportunities for replacement signage etc• Undergo a menu review in accordance with Fuel to Go & Play and the Traffic Light System of categorising food and drinks (includes pre-packaged food and drinks and recipes)• Implement a healthy food and drink menu, working towards a target of a minimum 50% green and no more than 20% red food and drink items being available for sale in each food and drink outlet (e.g. if there is a café and a canteen on site, each outlet must work towards targets individually).
Increase the promotion and, where possible, the sale of healthy food and drink choices	<ul style="list-style-type: none">• Promote healthy food options only – Healthway, in conjunction with our partners, will help you develop and implement strategies to better promote healthy food and drink options such as healthy meal combos, colour coding of menu items as green, amber or red• Promote the Healthy Venue and healthy food and drink options via newsletters, social media and other promotional means and acknowledge Healthway funding where appropriate.
Remove the promotion of unhealthy food and drink choices	<ul style="list-style-type: none">• Agree to the non-display of sugary drinks – sugary drinks may not be displayed (but can still be sold) and related promotional signage may not be displayed within the venue• Agree to not use red foods (or vouchers for the same) for promotional activities, fundraising, prizes or awards• Replace unhealthy signage with Healthy Venues signage and promotional materials. We will provide you with replacement signage and other resources to help remove unhealthy signage and promote the food outlet as a Healthy Venue.
Increase knowledge of healthy food and drink choices	<ul style="list-style-type: none">• Complete the Fuel to Go & Play Online Community training – Food outlet manager(s) and other key staff must complete the free online training. The training will take about 90 minutes to complete.

Objective	What you will need to do
Provide a healthy and sustainable environment through healthy food and drink policies	<ul style="list-style-type: none">• Develop and implement a nutrition policy – A policy template is provided in the Fuel to Go & Play Online Community training and if necessary, you will be supported to develop a policy for your venue(s), or review a current policy• Adhere to the conditions outlined in Healthway's Minimum Health Requirements Policy and Co-Supporters Policy. More information relating to these is provided on page 10.
Partnership development	<ul style="list-style-type: none">• Agree to work in partnership with Healthway and WASCA to implement Healthy Venues. Your Health Service Provider will also be able to provide advice in relation to your Public Health Plan.
Acquittal	<ul style="list-style-type: none">• Complete acquittal requirements – More information on this is provided on page 12.

Definitions

Display

Refers to product placement or location and product accessibility and visibility to the consumer. Removing sugary drinks from display, means they will not be visible or advertised.

Sugary drinks

These are drinks containing added sugar (except milk-based drinks) that have no or low nutritional value i.e. drinks with added sugar, sucrose, fructose, glucose, honey, fruit juice concentrate, fruit sugary syrups (i.e. used in frozen slushies) and deionised fruit juices.

Examples include carbonated (“fizzy”) soft drinks, energy and sports drinks, flavoured mineral waters, cordials, fruit and vegetable drinks with added sugar, iced teas and kombucha. It does not include artificially sweetened drinks which have added non-nutritive sweeteners from artificial or natural sources e.g. ‘diet’, ‘low-joule’, ‘no sugar’ or ‘low sugar’ drinks. However, artificially sweetened drinks should not be promoted to children.

Healthy food and drinks

Those classified as “green” under the traffic light system.

Unhealthy food and drinks

Those classified as “red” under the traffic light system.

What is the Fuel to Go & Play Traffic Light System?

Fuel to Go & Play uses a traffic light system to rate food and drinks as green, amber or red, based on their nutritional value (healthiest to least healthy, respectively). The traffic light system is based on nutrient criteria that support recommendations in the Australian Dietary Guidelines. Fuel to Go & Play helps food services provide and promote healthy choices and operate economically viable and professional businesses.



Green items:

- Form the basis of a healthy diet
- Good sources of vital nutrients
- Core food and drinks from the five food groups in the Australian Guide to Healthy Eating



Amber items:

- Have some nutritional value
- May contain moderate amounts of energy, fat, sugar and/or salt
- Should be selected carefully



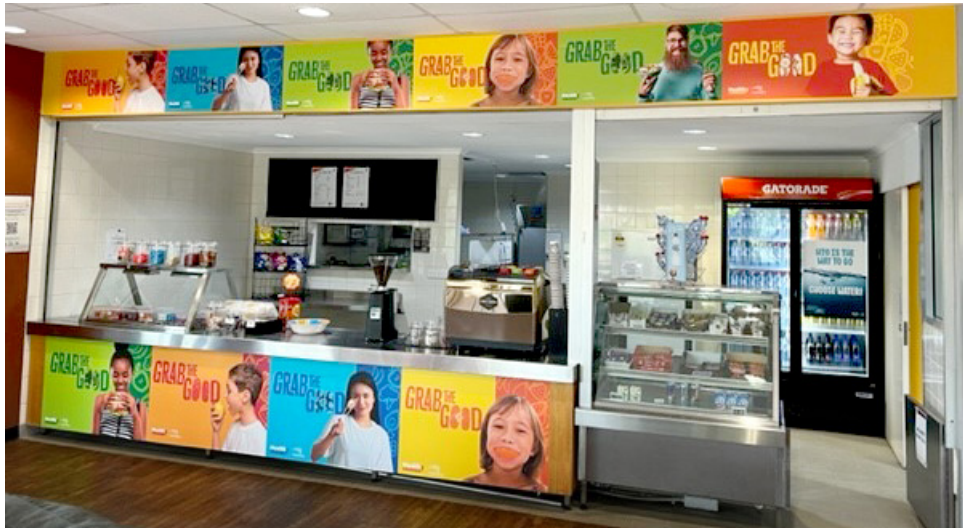
Red items:

- Lack adequate nutritional value
- Often high in energy, fat, sugar and/or salt
- Discretionary items in the Australian Guide to Healthy Eating

What does replacement signage look like?

Healthway will apply consistent branding to the replacement signage. There will be an opportunity to add your organisation's logo(s) if you like. An example of the type of the signage provided is on the next page.

Replacement signage examples



Cafe Barrier example



Vinyl Decal examples



How much funding will be provided and for what purpose?

The level of funding provided will depend on:

- The size of your venue(s)
- The number of food and drink outlets within each venue
- Ability to reach Healthway's priority target groups
- Alignment to the Healthy Venues objectives.

What if there is more than one food and drink outlet in the venue?

For venues operating more than one food and drink outlet, your request will need to include all outlets within the venue. Funding of up to \$5,000 will be available per food and drink outlet.

Our funding must be used to achieve the Healthy Venues objectives. This may include developing and implementing a range of promotional, educational or environmental strategies specifically to increase healthy food and drink choices, and reduce the promotion of unhealthy options.

You will be required to detail the initiatives or items that you intend to implement in the Healthy Venues request form and, if successful in receiving funding, provide evidence to support the expenditure as planned. Make sure you do not request funding for areas that are already covered such as replacement signage or staff training.

Before submitting a request, it is recommended that you contact us to discuss how you would like to use the grant monies. Only activities that strongly align to the Healthy Venues objectives will be funded.

The types of items that grant monies cannot be used for include:

- Day to day running costs
- Travel costs
- Uniforms and clothing (unless for the specific promotion of the Healthy Venue where limited resources may be applied)
- Purchasing food and drinks for venues
- Sporting programs or other recreational activities.

What should be considered in developing promotional, educational and environmental strategies?

It is a requirement of funding that the grant monies be used to help achieve the Healthy Venues objectives. While there is flexibility in how the funding may be used, you may want to consider the following to guide the strategies you plan to implement:

- How can we promote ourselves as a Healthy Venue?
- How can we promote healthier food and drink options to our staff and patrons?
- How can we engage our patrons in healthy food and drink promotions or activities?
- Is there catering equipment we need to help support healthier food and drink options?
- Are there educational programs we could implement for our patrons?
- Are there ways we can implement healthy food and drink policies within our venue or local government area more broadly?

Who will help implement Healthy Venues?

Healthway will support you in the implementation of Healthy Venues, in conjunction with key partners, as required.

This includes WASCA and your local Health Service Provider, if needed. However, it is recommended that you consult with your local Health Service Provider prior to submitting your request, as they may be able to assist in identifying your promotional, educational and/or environmental strategies. The contact details for the metropolitan Health Service Providers is provided on page 14.

What support will be provided to help implement the changes?

- Healthway will administer the Healthy Venues Program, provide the replacement of unhealthy brand signage and other support as required.
- WASCA will provide Fuel to Go & Play Online Community training, nutrition-related support such as menu reviews/assessments, policy development and provide nutrition-related training and expertise. Health Service Providers may offer strategic support and advice in identifying your promotional, educational and/or environmental strategies.

What are Healthway's minimum requirements for funding?

Minimum Health Requirements Policy

For all Healthway funded events and activities, there are a number of minimum health requirements that must be met, as outlined in our **Policy**.

 Provide and maintain smoke-free indoor and outdoor areas.	 Provide safe warm-up practices for physical activity.
 Provide healthy food and drink options including free drinking water.	 Should alcohol be available, serve in standard size drink portions and provide low strength options and non-alcoholic options.
 Provide adequate sun-shade.	
 Do not use unhealthy food and drink as prizes or run competitions that promote the sale of unhealthy food and drink, including lollies, chocolates and soft drink.	 Do not use alcohol or unhealthy food and drink as prizes or awards or run promotions that encourage rapid consumption or glamorise being drunk.

Co-Supporters Policy

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.

What is a co-supporter?

Co-supporters are other sponsors or organisational supporters (in-kind or financial) of Healthway-funded organisations or with a presence at Healthway-funded events or initiatives.

All organisations requesting funding are required to provide Healthway with information on any new or existing co-supporters 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.

Healthway will review grant applicants' co-supporters declarations and, if deemed necessary, will assess the risk of co-funding to Healthway achieving its health promotion objectives. In some circumstances, funding may be offered on a conditional basis subject to arrangements put in place with co-supporters.

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 if your request has been successful or not. In submitting your request, you are confirming that you agree to Healthway's **Conditions of Funding**. If successful, we will send you an Approval Letter to confirm the funded amount and the supported activities.

In addition to implementing the program as per the conditions, all supported organisations will be required to submit a report at the conclusion of the grant via the **Lotterywest Healthway Grants Portal**, which includes the following:

1

A final project report which highlights how you achieved the funding requirements

2





A financial statement showing how the funds were spent and supported by evidence e.g. receipts





3

Photographs or promotional material demonstrating your organisation's healthy activities

Ready to apply?

To lodge a Healthy Venues funding request, please complete the following steps:

-  **1.** Check your organisation is eligible as per the details on page 3.
-  **2.** Contact Healthway's Health Promotion Team on 133 777 to discuss your project prior to submitting a request.
-  **3.** Ensure your organisation and your governing body can meet the **Minimum Health Requirements Policy** and comply with the **Co-Supporters Policy**.
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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**. This includes uploading:
 - 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.

If you are applying for Lotterywest or Healthway funding for the first time, register your organisation and user details in the **Portal.**
-  **5.** Complete all sections of the Healthy Venues request form available via the **Portal**. A full assessment of your request cannot be undertaken without this information.
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6. Prepare the required attachments to submit with your request, being:
 - A signed Conditions of Funding document available from our website or the **Portal**
 - A current food service menu for your venue(s) and menu assessment undertaken using the traffic light system (baseline assessment)
 - Photos of the food outlet.
-  **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.
-  **8.** Submit the Healthy Venues request and required attachments via the **Portal** allowing a **minimum of five calendar months** for assessment and an outcome.

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.

Talk to us about your request

Contact our Health Promotion Team who will provide support and advise you on how to submit your request.

Telephone **133 777**
Email **healthway@healthway.wa.gov.au**
Website **healthway.wa.gov.au**

To contact your local Health Service Provider, please refer to the table below:

Metropolitan Health Service Provider	Organisation	Contact
East	Western Australian School Canteen Association (WASCA)	wasca@education.wa.edu.au (08) 9264 4999
North	North Metropolitan Health Service – Health Promotion Officer	NMHSHealthPromotion@health.wa.gov.au (08) 9230 7763
South	South Metropolitan Health Service – Health Promotion Officer	Peter.Erceg@health.wa.gov.au (08) 9586 4503

For more information please contact us

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