



Physical Activity Innovation Challenge Project

GUIDELINES AND APPLICATION FORM

These guidelines provide an outline of Healthway's Physical Activity Innovation Challenge Project, including details around eligibility requirements, the application and assessment process.

Please contact Healthway's Healthy Partnerships Team to discuss your ideas prior to developing your proposal on **133 777** or **healthway@healthway.wa.gov.au**.

Applications must be received by 9.00am, Monday 28 March 2022.

About the Physical Activity Innovation Project

The Physical Activity Innovation Challenge Project (the Innovation Project) aims to increase physical activity levels of inactive adolescents and young adults aged 15-20 years in Western Australia (WA). Local government associations, incorporated sporting organisations and community organisations can apply for grants of up to \$100,000 for the 12-month period 1 July 2022 to 30 June 2023.

The Innovation Project also has a focus on engaging people who face health inequities, who don't engage in regular physical activity and who aren't interested in participating in traditional sport offerings.

What is meant by Innovation?

In this context, innovation refers to projects that are responsive and flexible to the needs of inactive adolescents and young adults aged 15-20 years (or a subset of that group).

Projects should be co-designed with the targeted individuals and/or groups to ensure they are appropriately planned, delivered, and evaluated. The project should aim to make physical activity part of everyday life and provide environments that support healthy lifestyles.

What might these look like?

Healthway aims to ensure everyone has opportunities to get active, so it is important that projects are inclusive and accessible, particularly for those young people who experience disadvantage.

Some examples of projects that would be considered for funding include:

- An existing program that can be modified or re-purposed for 15-20 year-olds. For example, an existing social sport program that has had success engaging inactive adults and could be altered to target 15-20 year-olds.
- A new pilot program for 15-20 year-olds that can be trialled and evaluated.
- An established program for 15-20 year-olds introduced to WA for the first time. For example, a successful national, interstate, or international youth program that has been developed, trialled and/or delivered elsewhere.
- An established program for 15-20 year-olds, delivered in WA that may be extended to target less active youth. For example, greater geographical reach, diversity of audience and/or number of providers.

Who is eligible for funding?

The following groups are eligible for the Innovation Project funding:

- sporting and recreation organisations and associations
- community organisations that can deliver physical activity outcomes
- local governments.

In addition, to be eligible for funding you must:

- Be ABN registered or provide an ATO 'Statement by Supplier' form.
- Be an incorporated association, indigenous organisation, company, statutory body or trust.
- Fulfil all previous acquittal requirements for Healthway funded projects.
- Maintain a general public liability insurance policy of a least \$10,000,000 for the term of the project.
- 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.

Who cannot apply?

- State Government departments or agencies
- individuals or private/commercial businesses
- professional sporting bodies, or elite sporting teams.



Funding cannot be used for

- Overseas/interstate travel and tours, or activities occurring outside WA.
- Existing programs or activities that can be delivered without additional funding.
- Camps, conferences, uniforms, and club owned playing equipment.
- Capital works, equipment, fundraising, purchase of infrastructure or costs associated with running an organisation.
- The advancement or promotion of religion, religious outlook, or faith-based activities.
- 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 parents and citizens associations or parents and friends' associations.
- Activities that are already established, have been previously trialled or duplicate existing activities.
- Auspiced funding arrangements.
- Boxing or any activity that allows the deliberate targeting of the head within the rules.

Projects must not commence before funding approval has been granted by Healthway. No retrospective funding will be considered.



What are the requirements for funding?

Aligned to our vision of creating a healthy WA, to be eligible for Innovation Project funding, organisations must meet the below requirements:

1. Legally execute a Physical Activity Innovation Challenge Program Agreement (the Agreement) that formally describes the responsibilities of the recipient of any funding from Healthway.
2. Meet the conditions outlined in our **Minimum Health Requirements Policy** for your project.
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.
5. 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](#).

For further details please refer to **Our Policies** on Healthway's [website](#).

Application, assessment, and acquittal

The innovative nature of this project is also reflected in how applications are to be made and assessed. Broadly the process is as follows:

1. Applicant/organisation to submit their proposal using the application form (which follow these guidelines).
2. The application will be reviewed by Healthway in accordance with the assessment criteria.
3. Following this assessment, Healthway will invite shortlisted applicants to make a 'pitch' to a review panel consisting of representatives from Healthway and the Department of Local Government, Culture and Sport. The pitch will involve a 15-minute presentation either in person or online outlining the request for funding and include question and answers.
4. The pitch will be assessed by the review panel and provide a report to the Healthway Board.
5. The Healthway Board will review and then forward the report to the Minister for Health for approval.
6. All applicants will be notified of the outcome. Please note, not all applications will be successful and not all applications will be funded to the full amount requested.

Timeline*

Activity	Date
Applications open	1 February 2022
Written applications close	9.00am, 28 March 2022
Shortlisted applicants invited to pitch	11 April 2022
Pitch to panel	Week of 9 May 2022
Applicants notified of outcome*	June 2022

Assessment criteria

The assessment criteria and weighting for applications to the Innovation Project are outlined below. You are required to address these areas in the Application Form. Tips are provided to assist in drafting your application.

* Healthway cannot make funding decisions during an election. Hence, the timing of notifications to applicants may change subject to the Federal election period.



Criteria 1:
Rationale for project – 20%

The rationale and identified need for the project and how you have meaningfully engaged with the target audience.

Criteria 2:
Innovative approach – 20%

An outline of why you believe this project is innovative.

Criteria 3:
Participation outcomes and benefits – 20%

A description on how the project will provide ongoing participation and how you will address sustainability.

Criteria 4:
Organisational capacity – 10%

Demonstrate the capacity and capability of your organisation to deliver the project outcomes.

Criteria 5:
Project plan and evaluation - 15%

Outline of key milestones and timeframes for your project and evaluation methodology.

Criteria 6:
Budget -15%

Provide an appropriate and relevant budget.

Grant acquittal

All successful applicants will be required to submit a report at the conclusion of the project, which includes:

- An online acquittal including a project report which highlights how your project objectives were achieved as outlined in the Agreement.
- A financial acquittal statement showing how the funds were spent.

Ready to apply

1. Check that your organisation and project are eligible to apply and can meet the requirements for funding.
2. Discuss your proposal with Healthway prior to applying. Call Healthway's Healthy Partnership Team on 133 777.
3. Use the Physical Activity Innovation Challenge Project application form below. All sections of the application form must be completed, and the submission must include information on each of the areas requested.
4. Please ensure you submit the required attachments being:
 - a. recent bank statement (from your main operating account)
 - b. two most recent financial statements
 - c. constituent document (e.g. Constitution, Rules of Association, Trust Deed)
 - d. list of current Directors/Board or Management Committee members
 - e. Co-supporter Declaration Form (only if applicable).
5. Make a copy of the application for your own records, and send the original with all required attachments to Healthway at healthway@healthway.wa.gov.au.

Applications must be received by 9.00am, Monday 28 March 2022.





Physical Activity Innovation Challenge Project



APPLICATION FORM

Organisation details

Legal Name:

Address for correspondence:

Telephone:

Website:

Contact person

Full Name (including title):

Position:

Email:

Primary contact number:

Secondary contact number:

Legal signatory

If you have a current agreement with Healthway and these details have not changed, please tick the box.

No change from current agreement

Full Name (including title):

Position:

Email:

Primary contact number:

Secondary contact number:

2nd Legal signatory

If by law your organisation requires more than one signatory for authorisation, please complete this section.

Full Name (including title):

Position:

Email:

Primary contact number:

Secondary contact number:

GST information

Australian Business Number (ABN):

If no ABN please complete and attach an ATO
'Statement by Supplier Form'

Is the organisation registered for GST? YES

NO

Telephone:

Website:

Organisation status

Please select the one that best
describes your entity type

Incorporated Association under the Associations
Incorporation Act 2015 (WA)

Indigenous organisation under the Corporations (Aboriginal
and Torres Strait Islander) Act 2006

Company registered under the Corporations Act 2001 (Cth)

Statutory Body (e.g. State government school, Public Health
Unit, Local Government)

Trust operating via its Trustee(s)

Details of financial institution:

A bank statement or deposit slip for
your organisation's main account
confirming the account name, BSB
and account number on the bank's
letterhead (Note: We do not need
to see the transaction history).
No change from current agreement

Name of main operating account	
Name of institution	
Account number	
BSB	

Project

Project title:

**Project start date:
(DD/MM/YY):**

**Project end date
(DD/MM/YY):**

Please select the relevant region(s) where the project will be delivered.

- Metropolitan
- State-wide
- Kimberley
- Pilbara
- Gascoyne
- Mid-West
- Wheatbelt
- Peel
- South West
- Goldfields
- Great Southern

Project summary

Short summary of the project (one or two sentences):

Project description

Description of the project (maximum one page):

Please provide an overview of the project, ensuring objectives, outcomes and all essential components are addressed.

Criteria 1: **Rationale for project – 20%**

Outline the rationale and identified need for the project.

Please demonstrate:

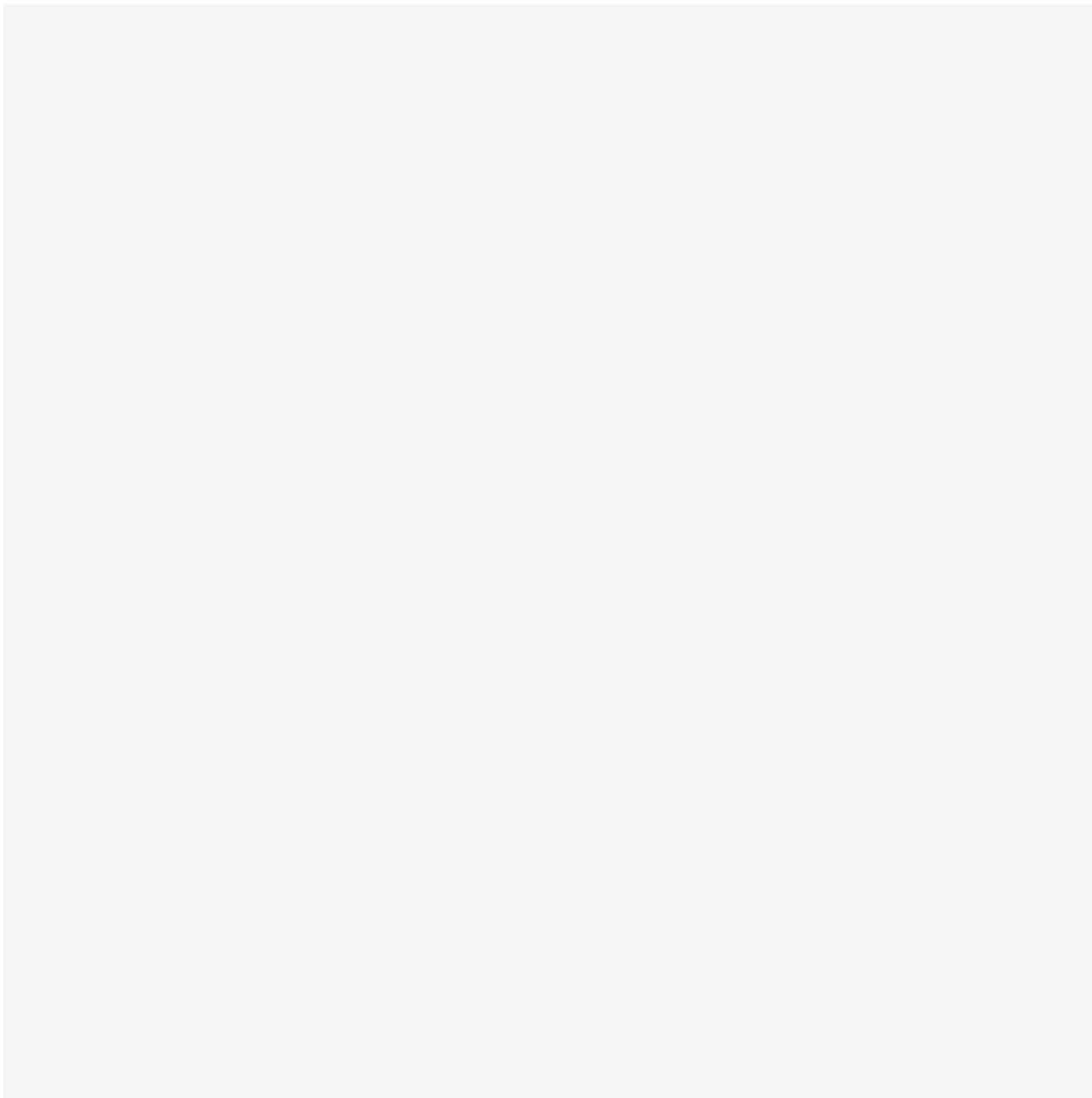
- The rationale/evidence used to identify the need for your project.
- How you have meaningfully engaged with the target group.

Criteria 2: **Innovative approach – 20%**

Outline why you believe this project is innovative.

Please demonstrate:

- How this is a new and innovative approach.
- The new processes, partnerships, approaches to be used or if it is an adaptation from an existing program.
- How this project is different from existing programs or previous programs in this area and for the target group.



Criteria 3: Participation outcomes and benefits – 20%

Outline how the project will provide ongoing participation and how you will address sustainability.

Please demonstrate:

- The outcomes and benefits you are expecting to achieve through the project.
- How the project provides opportunity for ongoing physical activity amongst identified at risk groups.
- The strategies will be used to sustain project outcomes beyond the funding period.

Criteria 4: **Organisational capacity – 10%**

Demonstrate the capacity and capability of your organisation to deliver the project outcomes.

Please demonstrate:

- The expertise and skills your organisation has to successfully deliver the project outcomes.
- The partnerships that you have formed to achieve the project outcomes.

Criteria 5: **Project plan and evaluation - 15%**

5.1 - Key milestones, timeframes associated with your project.

Please demonstrate:

- A clear project plan that outlines what resources will be required to deliver the project (i.e. staff, consultants, and or volunteers).
- The critical milestones and elements that are required to make the project a success.

5.2 – Project evaluation

Please demonstrate:

- The evaluation methodology that will be utilised to assess the success of the program.

Criteria 6: Budget - 15%

- Healthway's budget proforma is provided below.
- State the amount of funding sought from Healthway, including a detailed budget breakdown for all items required for the project, including staffing, resources etc. If staffing costs are requested, please indicate the FTE and salary scale and identify the salary on-costs separately. Please do not include GST. If your organisation is registered for GST, then Healthway will gross up the approved grant for the GST liability upon the issue of a Recipient Created Tax Invoice (RCTI).
- Identify all other sources that have been approached to fund the project and whether funding has been confirmed.

Budget items	Amount requested from Healthway	Other funding – cash or in kind (must be confirmed)	Source of funding

Application Form

Budget items	Amount requested from Healthway	Other funding – cash or in kind (must be confirmed)	Source of funding
Total (exclusive of GST)			

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:

- a. funding applications and information provided in the application form, including contact details of officers of the applicant organisation (**Customer**);
- b. all information relating to any funding provided to the Customer; and
- c. any of the Customer's previous funding and acquittal history with Healthway, to 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 or 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 Physical Activity Innovation Challenge 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:

Position:



Conditions of funding

The funding described in the Approval Letter (**Funding**) will be paid to You in the manner described in the Approval Letter on and subject to the following Conditions:

- 1.** In these Conditions of Funding (including the Approval Letter):
 - a. **Us, We, Ourselves, and Our** pertain to the Western Australian Health Promotion Foundation (**Healthway**) and the terms **You** and **Your** pertain to you, the recipient of the Funding described in the Approval Letter;
 - b. **Application Form** means Your written application to Healthway seeking Funding;
 - c. **Approval Letter** means the Approval Letter confirming the Funding which is part of these Conditions, which will be sent to You at a later date;
 - d. **Conditions** means all these Conditions of Funding, the content of the Approval Letter (including any additional conditions therein), and all other terms and conditions imposed by Us in respect to the Funding. You acknowledge and agree that the Approval Letter and any other terms and conditions imposed by Us in respect to the Funding may be conveyed to You at a later date and notwithstanding that You agree to be bound by the same if You accept payment of the Funding;
 - e. **GST** is defined in the GST Law;
 - f. **GST Law** is defined in the A New Tax System (Goods and Services) Tax Act 1999 (C'th);
 - g. **Law** means a rule or requirement of a statute, subsidiary legislation, the common law or equity;
 - h. **Project** means the activities and/or events undertaken by You with the Funding to give effect to the Purpose, including the achievement of the Program Requirements and compliance with Healthway Objectives;
 - i. **State** means the State of Western Australia and includes any agency, agent, instrumentality or emanation thereof;
 - j. A reference to the singular includes the plural and vice versa; and
 - k. Terms used in these Conditions and defined in the Approval Letter (including any information enclosed therewith or attached thereto) shall bear the same meanings ascribed to them in that Approval Letter.
- 2. Use of funds**
 - a. You will use the Funding solely in accordance with the approved purpose and conditions set out in the Approval Letter (**Purpose**).
 - b. Any and all changes to the Purpose or the Conditions must be requested by You in writing and approved by Us before such changes occur.
 - c. Any unspent monies from the Funding must be returned promptly to Us.

3. Minimum Health Requirements

- a. You must meet the Minimum Health Requirements for all activities and/or events throughout the Term of the Funding. Details of the Minimum Health Requirements are available on Healthway's website at www.healthway.wa.gov.au.

4. Co-Supporters Policy

- a. You must not, in relation to the funded activity/event, enter into, perform or participate in any dealings, arrangement or contract whereby You are promoting, advertising or endorsing, or allowing the advertising, promoting or endorsing of, any alcohol, food and beverages with low nutrients and high in kilojoules, saturated fat, added sugar or added salt, 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 Our prior written consent.
- b. Healthway's Co-Supporters Policy must be complied with for the Term of the Funding and is available on the website at www.healthway.wa.gov.au.
- c. Clause 4 is an essential term of these Conditions.

5. Program Requirements

- a. You must meet the program guidelines and requirements (**Program Requirements**) that align with or are relevant to Your Application Form for all activities and/or events for which the Funding is used by You. Details of all program guidelines and requirements are available at Healthway's website at www.healthway.wa.gov.au.

6. Information

- a. You will, on request, promptly provide Us with information, reports and documentation relating to these Conditions, the Funding and the Purpose (collectively **Information**) to enable Us to evaluate the Funding and ensure that the Conditions have been and are being complied with.
- b. You consent to Us disclosing the Information and all other information relating to the Funding and the application for the Funding (including Your previous funding and acquittal history with Us) to:
 - i. the Western Australian government;
 - ii. another local, state or Commonwealth government agency, department or entity;
 - iii. another Western Australian statutory authority;
 - iv. Your referees;
 - v. other not-for-profit organisations,

(each, an **Entity**), for the purpose of assessing, processing, analysing, evaluating, promoting or reporting the application or the Funding or enabling the Entity to provide advice on, process or assess any other funding applications submitted by You.

- 7.** We may liaise with and seek information from and the views of Your other actual or proposed funders and to that end You shall, on request, promptly provide Us with the names and contact details of those other actual or potential funders who shall not be precluded by You from liaising with Us or giving Us information pertaining to You, Your activities and finances.
- 8.** You will, in relation to the Funding, the Project and Your business:

 - a. act ethically and commercially prudently;
 - b. not do anything or allow anything to be done which causes or could cause Us or the State of Western Australia to be publicly criticised, embarrassed or ridiculed; and
 - c. comply with all Laws and State and Healthway policies and guidelines, including those listed at Healthway's website at www.healthway.wa.gov.au.
- 9.** If You breach any of the Conditions, We may:

 - a. forthwith terminate Our contract with You; and
 - b. ask You to pay an amount of money equal to some or all of the Funding and, if We so ask, You must promptly make such payment.
- 10.** You warrant that all information (including promises, assertions, representations and projections) made or given by You or on Your behalf in relation or preparatory to the Funding is true, correct and complete and in no way misleading or deceptive. The above warranty is repeated every day until the life of the Purpose is realised and if it is or becomes untrue or incorrect in any way before such time, You shall promptly notify Us in writing, giving Us all relevant details.
- 11.** The expressed and implied provisions of the Approval Letter (once it comes into existence and is sent by Us to You) form part of the Conditions and must be complied with in accordance with their terms.
- 12.** If under the Conditions or in connection with the Funding, You have an obligation, and if You do not perform that obligation, We may (without having to) Ourselves perform that obligation and the cost to Us in such performance will be a debt due from You to Us and payable on demand. You shall promptly provide Us with all cooperation to enable Us to exercise Our rights hereunder.
- 13.** The Conditions do not displace, reduce or otherwise lessen Our rights at or under any Law.

14. If:

- a. You or any of Your office holders, or managerial or senior staff are subject to or the subject of a charge, conviction, allegation or investigation involving fraud, dishonesty, misappropriation or financial mismanagement; or
- b. there are or come into existence any circumstance(s) which will or will be likely to make Your compliance with the Conditions unlikely, less likely, difficult, problematic, impossible or impractical,

then You must notify Us immediately in writing giving Us all relevant details and access to documentation relating to the charge, conviction, allegation, investigation or circumstance(s) and keep Us properly and promptly apprised as to salient developments.

15. You may not assign, novate, transfer or otherwise deal with the Conditions, the Project, or Your rights or obligations under the Conditions, except with Our prior written consent.

16. You shall take out and maintain (for the duration of the Conditions) with a reputable and solvent insurer insurance for public liability and products liability with an unlimited aggregate and coverage of not less than \$10,000,000 in respect of each occurrence, covering legal liability to third parties for death, illness or injury to any person or the loss, destruction, damage to any property directly or indirectly caused by or arising out of the conduct of Your business.

17. You must not use any of Our trademarks, logos or other intellectual property without Our prior written consent and only then in accordance with Our written directions or requests.

18. We may publicise the fact of Our funding hereunder as, when and howsoever We choose. You consent to Us publishing reports and documentation relating to the Funding and the Project on any website or social media platform and using and disclosing this information for marketing or promotional purposes.

19. If You are registered for GST, then to comply with GST requirements, You agree that:

- a. Healthway will issue Recipient Created Tax Invoices (RCTIs) in respect of the Project where appropriate;
- b. You shall not issue tax invoices in respect of the Project where Healthway has generated a RCTI;
- c. At the time of entering this agreement You are registered for GST and Healthway will be notified immediately if GST registration ceases, and
- d. You will remit the GST liability on the Project to the Australian Taxation Office.

20. A contract and legal relations between Us and You, pertaining to the Funding and the Project will only come into existence if and when the Conditions of Funding are agreed by You and Us, and when the Minister responsible for Healthway approves the Funding in writing (whichever occurrence happens last).

21. All promises, statements and representations contained in Your Application form part of the contract between Us and You and must be complied with by You in accordance with their terms. If there is any inconsistency between Your Application and the remainder of such contract, the latter will prevail over the former to the extent of such inconsistency. Silence shall not constitute or form the basis of any inconsistency.

[insert name of Organisation] hereby acknowledges that should Funding be approved, the Organisation has read, understood and agrees to the above Healthway Conditions of Funding.

Where the Organisation is an incorporated association, this document must be signed by the Chairperson/President of the Organisation and another committee member.

Where the Organisation is a company/corporation, this document must be signed in accordance with section 127 of the *Corporations Act 2001* or section 99-5 of the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (whichever is applicable) by:

- (a) two Directors; or
- (b) a Director and a Company Secretary; or
- (c) as our company/corporation has only one Director, that Director.

Note: Please tick the scenario above that applies to Your organisation.

Signed for and on behalf of the Organisation by its Authorised Signatory/Signatories.

Signed:

Name:

Dated:

Position: