



ACT Health

# ACT Health Promotion Grants Program



Healthy Canberra Grants: Target Grants  
Reconnection within Priority Populations  
Funding Guidelines

Applications close: 4pm Wednesday, 21 December 2022

### **Acknowledgment of Country**

ACT Health Directorate acknowledges the Traditional Custodians of the land, the Ngunnawal people. The Directorate respects their continuing culture and connections to the land and the unique contributions, they make to the life of this area. It also acknowledges and welcomes Aboriginal and Torres Strait Islander peoples who are part of the community we serve.

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Enquiries about this publication should be directed to the ACT Health Directorate, Communications and Government Relations, GPO Box 825, Canberra City ACT 2601.

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Enquiries: Canberra 13ACT1 or 13 22 81

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# About Healthy Canberra Grants: Target Grants

Healthy Canberra Grants (HCG) aim to reduce risk factors associated with chronic disease, through health promotion and linking with priority populations to develop and deliver programs that support Canberran's to live well, be active, and live socially connected lives.

The HCG Target Grants offer smaller grants for community organisations to develop and deliver programs within priority population groups though utilising community knowledge, collective skills, resources, and positive partnerships to promote healthy living and wellbeing within the Canberra community.

HCG Target Grants provide funding for community organisations to deliver community-based activities that create supportive environments to improve the health and wellbeing of Canberrans. HCG Target Grants are delivered over an 18-month period and must align with the ACT Government's Wellbeing Framework and ACT Preventive Health Plan.

## What makes an effective health promotion program?

Effective health promotion programs are driven by the community in which they are based and include positive partnerships with a range of organisations to maintain health outcomes into the future. Effective partnerships bring together a valuable set of skills and varied expertise that may not be able to be achieved by an individual person or organisation alone.

Health promotion programs should aim to increase health knowledge, inform new attitudes and behaviour, contribute to community and organisational policies, and create supportive environments to improve and maintain positive health. We are looking for programs that use the strengths already existing in a community to create environments where people feel confident and supported to make lifestyle changes for the better.

An example of a Health Promotion Program Cycle can be found at [Appendix A](#).

## Funding priority

The funding priority for this HCG Target Grant is re-connection within priority population groups through health promotion programs and short-term interventions to help establish longer term connections within the community.

COVID-19 has had a significant and often negative impact on our health and wellbeing. As we move forward into a world where COVID19 is part of life, we need to work harder than ever to establish and maintain strong social connection, networks, and resilience, particularly within priority populations to maintain health.

Strong social connectedness has a powerful and protective effect on health for both individuals and communities. Applications should aim to create opportunities that bring people from priority population groups together through a common interest, providing the avenue to not only build positive relationships but also create a safe and welcoming place of learning.

We invite applications for programs that link with priority populations to build social connection, increase social contact, and reduce isolation. Successful programs will aim to improve participants quality of life, increase individual knowledge, enable positive health and wellbeing outcomes, and promote the development of peer and community networks and leaders.

Ideas for promoting reconnection within priority populations include programs that:

- Support the social participation of people within their communities, especially those activities that have been found to work well during COVID-19
- Encourage people to become volunteers at a local school or community group, where they can pass on their knowledge and skills
- Increase people's social contact, reduce isolation and improve quality of life, which is especially important for those who are housebound or have limited mobility
- Tailor lifestyle interventions to improve physical and mental health, providing learning and engagement opportunities
- Group activities that provide opportunities for community members to build their confidence and practice new skills to become peer and community leaders of the future
- Build and sustain connections with the community in an area of interest or need to the priority health issue.

## Priority population groups

We know that some population groups have different health needs and priorities, and some experience the burden of disease greater than others.

The HCG Target Grant - Reconnection for Priority Populations will give priority to programs that link with one or more of the following population groups:

- Aboriginal and Torres Strait Islander people
- people with a physical or intellectual disability
- people with a mental illness
- people experiencing homelessness
- people living with domestic and family violence
- people who are lesbian, gay, bisexual, trans and gender diverse, intersex and/or questioning (LGBTIQ+)
- people from culturally and linguistically diverse communities.

## Available program funding

The HCG Target Grant - Reconnection within Priority Populations will provide funding of up to \$40,000 per program, with a total funding pool of \$400,000, for programs delivered from June 2023 through to December 2024. There is no minimum grant amount.

HCG Target Grants are for a specific purpose and are **time limited**. Applicants must be aware that funding will not be renewed beyond the life of the grant and receiving a grant does not represent any commitment by the ACT Government to recurrent funding.

## COVID-19 and your program

Applicants must consider the potential impact of COVID-19 on the delivery of the program; and explain within the application, how the program would be delivered in a COVID-19 restricted environment e.g., via online workshops, delivered in an outdoor setting, delivered to smaller groups that are sufficiently distanced.

## Eligibility requirements

Please note: Ineligible applications will not be assessed for funding. To be eligible, applicants must meet all the following criteria:

1. The applicant organisation must be one of the following types:
  - a. a not-for-profit organisation incorporated in the ACT under the Associations Incorporation Act 1991 (see Note 1 below)
  - b. a not-for-profit company limited by guarantee and incorporated under the Corporations Act 2001 (Commonwealth) (see Note 1 below)
  - c. a not-for-profit organisation with other legal status (see Note 1 below)
  - d. an accredited early childhood service or out of school hours program
  - e. an unincorporated not-for-profit organisation in an auspice arrangement (see Note 2 below) with one of the above
2. Applicants (or auspice organisations) must have a current public liability insurance policy with cover of a minimum of \$10 million per event. Applicants (or auspice organisations) without current insurance must provide evidence of a quotation for public liability insurance.

3. Applicants (or auspice organisations) must have an ABN or provide evidence they have applied for one.
4. Applicants must deliver grant funded activities in the ACT for ACT residents.
5. Applicants must ensure that the declaration at the end of the application is made by the Chief Executive Officer, or equivalent, of the applicant organisation (or the auspice organisation if applicable). This person must have ultimate financial and management responsibility for the organisation.
6. Applicants (and auspice organisations) must not have overdue reporting requirements including financial acquittal for any previous ACT Government grant.
7. Applicants (or auspice organisations) must be a viable legal entity as defined by the Australian Tax Office. Applicants may be asked to provide copies of recent audited financial statements to help support their claim of financial viability.
8. Applicants (or auspice organisations) must not be a Government Agency or Statutory Body.
9. Applicants (or auspice organisations) must not be a political party.

**Note 1:**

A not-for-profit organisation is an entity that is operating for its purpose and not for the profit or gain (either direct or indirect) of its individual members. The definition of not-for-profit applies both while the organisation is operating and if it closes.

For more information about not-for-profit status and demonstrating not-for-profit character visit:

- Australian Taxation Office - <https://www.ato.gov.au/Non-profit/Getting-started/>
- Australian Charities and Not-for-profits Commission - <https://www.acnc.gov.au/for-charities/start-charity/not-profit>

We may seek further information from you to confirm your not-for-profit status.

**Note 2:**

An auspice is an organisation that accepts legal responsibility (including financial accountability) for a project. If your organisation is not a legal entity, you will need to arrange for an organisation that has legal status to act as an auspice.

# Funding exclusions: activities and budget items that will not be funded

Please note that applications seeking substantial amounts for excluded activities and budget items will not be assessed.

- Proposals that do not address the funding priorities of Healthy Canberra Grants, Target Grants: Reconnection within Priority Populations in the ACT
- Programs which are primarily research-based. Applicants are however encouraged to consider linkages with research institutions and ongoing translational research in chronic disease prevention within ACT Health.
- Programs which are primarily training-based. Training costs will only be considered, to a limited extent, if it is demonstrated that they are essential to the outcome of the project.
- Programs that are primarily involved with fundraising, prizes, competitions, awards or conducting conferences and events.
- Travel and accommodation costs will not generally be funded. Such costs may be considered, to a limited extent, if it is demonstrated that they are essential to the outcome of the project.
- Fees for attendance at conferences and trade exhibitions.
- Applications for equipment only. Applications with project budgets solely for equipment items will not be assessed for funding. Purchase of equipment may be considered to a limited extent if it is demonstrated to be essential to the outcome of the project.
- Costs associated with capital works, purchase of vehicles, building works such as kitchens, decks and shade sails etc.
- The purchase of food which is not associated with a food skills or nutrition education program. Food for breakfast programs or catering will not be funded.
- Applications for food skills or nutrition education training programs that do not contain evidence of the consultation of an appropriately qualified nutritionist or dietitian.
- Costs associated with activities that have already taken place.
- Costs of products or activities which are core business of the organisation. These include the infrastructure costs associated with running an organisation (e.g. employment of core staff, equipment, core programs, leasing or property maintenance).
- Applications seeking repeated funding for programs previously funded under Healthy Canberra Grants.



# Assessment criteria

Healthy Canberra Grants applications will be assessed against the assessment criteria in the table below. Each criterion provides a maximum possible score in the right-hand column. The total scores across all criteria will form the basis for application ranking.

Assessment Criteria	Scored out of
<p><b>1. Contribution to funding priorities demonstrating evidence of health promotion principles and practices</b></p> <ul style="list-style-type: none"> <li>• The proposed program directly contributes to an improvement in health outcomes within the priority funding areas and priority population groups.</li> <li>• The proposed program could realistically impact a sizable number of people across the target community.</li> <li>• The proposed program demonstrates how health outcomes will be maintained beyond the funding period.</li> <li>• The proposed program incorporates a range of health promotion principles and practices in its design and delivery.</li> <li>• The proposed program incorporates health promotion activities that not only improve health and wellbeing knowledge, but also foster a supportive environment to build and maintain positive attitudes and behaviours.</li> </ul>	6
<p><b>2. Evidence of need</b></p> <ul style="list-style-type: none"> <li>• The application demonstrates the reasons why the proposed program is needed by the community/target group, including the implementation approach chosen to improve health at a population level.</li> </ul>	5
<p><b>3. A target population approach, or linking with a priority population</b></p> <ul style="list-style-type: none"> <li>• The proposed program is based on target population-wide, community-based approaches with aims of keeping the target population healthy (rather than one-to-one interventions or direct health service delivery).</li> <li>• The proposed program aims to link with/improve health outcomes in one or more of the following priority population groups:               <ul style="list-style-type: none"> <li>○ Aboriginal and Torres Strait Islander people</li> <li>○ people with a physical or intellectual disability</li> <li>○ people with a mental illness</li> <li>○ people experiencing homelessness</li> <li>○ people living with domestic and family violence</li> <li>○ people who are lesbian, gay, bisexual, trans and gender diverse, intersex and/or questioning (LGBTIQ+)</li> <li>○ people from culturally and linguistically diverse communities.</li> </ul> </li> <li>• The proposed program demonstrates the ability to improve health knowledge, attitudes, and behaviours within the target population.</li> </ul>	5

Assessment Criteria	Scored out of
<p><b>4. Evidence of partnerships</b></p> <ul style="list-style-type: none"> <li>The application demonstrates capacity and commitment to working in partnership in the delivery of the program.</li> <li>The application identifies key partners and provides evidence of the role and contribution of relevant partners, including people with lived experience.</li> </ul>	3
<p><b>5. Program planning, evaluation, and program adaptability</b></p> <ul style="list-style-type: none"> <li>The application clearly outlines WHO the target group is that will be involved in the proposed program, WHAT the proposed program activities are, WHY the activities have been chosen, WHEN the activities will be delivered throughout the program and HOW you will gauge the impact of the activities on the target group.</li> <li>The proposed program involves complementary activities linked to clear objectives, realistic timeframes, and appropriate milestones.</li> <li>The proposed program demonstrates the capacity to collect and interpret relevant data and evaluate the program's impact.</li> <li>The proposed program demonstrates that it can potentially be adapted and delivered if public health restrictions are in place.</li> </ul>	4
<p><b>6. Value for money</b></p> <ul style="list-style-type: none"> <li>The proposed program demonstrates it will provide value for money by matching a realistic budget to potential population health or priority population health improvements.</li> </ul>	3

## Important information about the application process

### Applying using SmartyGrants

The ACT Health Promotion Grants Program uses the SmartyGrants online grants management system. This system streamlines application and grants management processes. You can find the HCG Target Grant: Social Reconnection application form at <https://acthealth.smartygrants.com.au/>.

### This is a Single-Stage Application Process

Your application **must** be submitted by 4pm, Wednesday, 21 December 2022. **Late applications will not be accepted.**

# Planning your Program

**We strongly encourage you to contact the ACT Health Promotion Grants Program to discuss your proposal well in advance of the closing date.** Details are provided in the contact information section.

It is also recommended that you familiarise yourself with the information in [Appendix A](#) when planning your program. Appendix A provides further detail on what makes an effective health promotion program which may assist to inform your application.

## Independently Audited Financial Statement

If your application is successful, you will be required to provide an independently audited financial statement, containing evidence of expenditure of the grant by 31 October in each year of the grant period.

There is an expense attached to this, so please ensure that you include the independently audited financial statements as a line item within your proposed budget. Noting that this statement will need to be provided each year of the grant.

## Selection Process

An assessment panel comprised of senior managers from the ACT Health Directorate and a community representative will assess the applications. The panel may seek technical advice about aspects of your application if necessary. It may also seek input from other ACT Government directorates if relevant. The panel will score your application against the above-listed assessment criteria.

Applications recommended for funding by the panel will go to the ACT Health financial delegate for approval, a list of successful applications will be provided to the ACT Minister for Health.

## Administrative requirements for successful applicants

All successful applicants to the HCG Target Grant: Social Reconnection round will be required to:

- submit a more detailed program and evaluation plan
- enter a Deed of Grant—a legal contract
- be responsible for performance reporting and financial acquittal against the grant within specified timeframes
- appropriately acknowledge the ACT Government for the funding assistance provided

## Key Dates

<b>Applications open:</b>	Tuesday, 8 November 2022
<b>Applications close:</b>	4pm, Wednesday, 21 December 2022
	<b>Late applications will not be accepted.</b>
<b>Decision advised:</b>	Expected April 2023

# Contact Information

For further information please contact the ACT Health Promotion Grants Program.

**Telephone:** (02) 5124 9456  
**Email:** [hpgrants@act.gov.au](mailto:hpgrants@act.gov.au)  
**Web:** [www.health.act.gov.au/hpgrants](http://www.health.act.gov.au/hpgrants)  
**SmartyGrants:** <https://acthealth.smartygrants.com.au>

# Appendix A: A Health Promotion Program Cycle

