Healthy Tasmania Fund Guidelines 2019

Important Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Applications open</td>
<td>1 July 2019</td>
</tr>
<tr>
<td>Applications close</td>
<td>5 pm, 30 August 2019</td>
</tr>
<tr>
<td>Applications assessed</td>
<td>September – October 2019</td>
</tr>
<tr>
<td>Applicants notified</td>
<td>November 2019</td>
</tr>
<tr>
<td>Funds paid to successful applicants</td>
<td>January 2020</td>
</tr>
</tbody>
</table>

How to apply

Applications must be made online at healthytas.smartygrants.com.au/

Before you begin your application:

- read these Guidelines
- check which supporting documents you will need to provide with your application (see page 11)
- preview the application form at healthytas.smartygrants.com.au/, which will be available on 1 July

Contact

For more information:

- visit our web page www.health.tas.gov.au/healthytasmaniafund
- email ahealthytasmania@health.tas.gov.au and note ‘Healthy Tasmania Fund’ in the subject line
- call (03) 6166 0626.
Introduction
The Tasmanian Government has the goal of making Tasmania the healthiest population in Australia by 2025.

The Healthy Tasmania Fund is a new grants program that supports community organisations to improve the health and wellbeing of their communities.

Grants up to $200 000 are available for projects or initiatives up to two years. There will be small grants (up to $50 000) and large grants ($50 001 to $200 000).

Grants will focus on one or more of the following areas:

- reducing smoking
- reducing obesity and the levels of overweight Tasmanians
- improving healthy eating and/or physical activity.

All projects should have focus on building community connections.

There is a total of $1.4 million in funding available in 2019-20.

Successful grant recipients will demonstrate a strong evidence base, wide reach, community partnerships and sustainability beyond the grant funding.

To find out more about the Government’s Healthy Tasmania Strategy, read the Healthy Tasmania Five Year Strategic Plan at www.dhhs.tas.gov.au/about_the_department/our_plans_and_strategies/a_healthy_tasmania

Eligibility
Who is Eligible?
To be eligible for a Healthy Tasmania Fund grant your organisation must:

- Be an incorporated, not-for-profit legal entity, or be sponsored by an incorporated, not-for-profit legal entity. This includes local government.
- Have an office, branch or presence in Tasmania and be proposing to undertake the project in Tasmania.

If your organisation is not an incorporated, not-for-profit legal entity your application can be sponsored by an organisation that is.

If your application is sponsored, you will need to provide the sponsoring organisation’s details and a letter of support in your application form.

The following are not eligible to apply for a grant or be the sponsoring organisation:

- individuals
- for-profit organisations
- schools (including Schools Associations) and universities
- other State or Commonwealth Government departments.

Partnerships with a range of community organisations, including local businesses, schools, Schools Associations and universities, are strongly encouraged.
What Projects are Eligible?

Funding is available for projects that aim to improve the health and wellbeing of Tasmanian communities. Grants can be used towards initiatives that focus on one or more of the following:

- reducing smoking
- reducing obesity and the levels of overweight Tasmanians
- improving healthy eating and/or physical activity.

All grants should have a focus on building community connections.

Projects can target people of any age, such as:

- children
- young people
- adults
- older people.

Projects that bring different age groups together and build community connections are encouraged.

Projects should be inclusive and consider the needs of all people in the diverse communities of Tasmania.

Grants can be used for short-term staffing or subcontracting to specialists or experts where required, and where organisations do not have the capacity to deliver their projects without this support.

You will need to explain how subcontracting will provide a legacy for your community and/or organisation, for example a building or other infrastructure for the long-term benefit of the community, and/or increasing the skills and knowledge of the community.

What is Not Eligible?

Funding is not available for:

- individuals or for-profit organisations
- projects that produce a financial benefit to a specific business or person(s)
- items or services that the applicant is already contracted to provide (subcontractor or consulting costs may be considered for funding if they are explicitly linked to project delivery and are for resources or services that are not currently engaged by the organisation)
- projects where the only outcome is a one-off event that does not provide long-term benefits for participants and the community
- construction or refurbishment of areas that will be leased or sub-leased to individuals or businesses for commercial gain
- purchase of real estate
- provision of scholarships
- items that are not clearly defined, such as contingency, sundry and miscellaneous items
- grants, loans, sponsorship, donations or fundraising
- retrospective payments or deficit funding
- projects that are undertaken outside of Tasmania
- projects where funding is available from other more suitable funding sources
- ongoing operational costs.
How to Apply
Applications for small and large grants open on 1 July 2019.

Applications must be submitted online via SmartyGrants at healthytas.smartygrants.com.au/

Applications for small and large grants close at 5 pm on 30 August 2019.

If you are applying for a small grant (up to $50,000), you must complete the small grant application form.

If you are applying for a large grant ($50,001 to $200,000), you must complete the large grant application form. Organisations applying for large grants must provide some additional supporting documents.

Read the document checklist on page 12 which lists the documents you will need to provide as part of your application.

The application form will be available to view in late June ahead of applications opening on 1 July.

We recommend preparing your application in a Word document and then copying your responses into the online application form.

When you have submitted your application, you will receive an email acknowledging that your application has been received.

We will not accept late or incomplete applications.

Funding
Small grants are up to $50,000 and large grants are from $50,001 to $200,000.

You do not have to apply for the full amount, you can apply for any amount up to $50,000 for small grants and any amount over $50,001 and up to $200,000 for large grants.

Grants are available for projects up to two years.

Funds for successful applicants will be paid in early 2020.

Recommendations for partial funding will not be made.

A total of $1.4 million is available in this grant round.

Organisations can submit more than one application, however we strongly encourage quality over quantity. All applications will be assessed on merit and how they address the criteria. Submitting more than one application will not increase your chance of being successful.

GST
Healthy Tasmania Fund grants exclude GST.

You will need to list the amount of funding you are requesting in your application. Do not include GST in this amount.

You will also need to provide your organisation’s ABN, or your sponsoring organisation’s ABN if your application is being sponsored. This will indicate whether your organisation, or your sponsoring organisation, is registered for GST.
If your organisation is GST registered, you will be paid the grant amount requested (up to $50 000 for small grants and up to $200 000 for large grants) plus GST.

If your organisation is not registered for GST, you will be paid the grant amount requested only.

**Criteria**

Each submission will be assessed on merit and the information provided in your application form.

Successful grant recipients will demonstrate a strong evidence base, wide reach, community partnerships, community connections and sustainability beyond the grant funding.

Projects must address one or more of the following priority areas:

- reducing smoking
- reducing obesity and the levels of overweight Tasmanians
- improving healthy eating and/or physical activity.

All projects should have focus on building community connections.

Applications will be assessed against the following criteria:

- rationale
- reach
- access
- collaboration and support
- sustainability
- effectiveness
- community champion
- outcomes and evaluation
- value for money.

You will be asked to describe how your project meets each of the criteria in the application form. The following questions may help you:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Prompt questions</th>
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<tbody>
<tr>
<td>Rationale</td>
<td>Why is your project needed?</td>
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<td></td>
<td>What is the local need?</td>
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<tr>
<td></td>
<td>Does your project draw on the best available evidence?</td>
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<td></td>
<td>Use available sources of evidence where possible.</td>
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<tr>
<td>Reach</td>
<td>How many people will your project reach or impact?</td>
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<tr>
<td></td>
<td>Does the project have a broad reach in the community, in terms of diversity or numbers of participants?</td>
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<tr>
<td>Access</td>
<td>How is access improved for people who experience poor health?</td>
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<tr>
<td>Collaboration and support</td>
<td>Who else will you be working with?</td>
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<td>Does your project involve a wide range of community partners?</td>
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<td></td>
<td>Is there any support, such as in-kind contributions or financial support, from other organisations?</td>
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<td></td>
<td>Provide letters of support where possible.</td>
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<tr>
<td>Criteria</td>
<td>Prompt questions</td>
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<tr>
<td>Sustainability</td>
<td>How will your project continue to benefit the target group or community beyond the availability of funds? For example, does it build partnerships with other local businesses or organisations, or will it leverage grant funding to access other funding?</td>
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<tr>
<td>Effectiveness</td>
<td>How well does your project demonstrate that you have met the needs of the community? Does the project address community health challenges in new and different ways?</td>
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<tr>
<td>Community champion</td>
<td>Does the project have well-known and respected local community leaders who can motivate and lead change as champions for change?</td>
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<tr>
<td>Outcomes and evaluation</td>
<td>What are the changes or results that you expect to achieve at the end of your project? Are the outcomes clearly described? Do you have a good plan for evaluating your project?</td>
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<tr>
<td>Value for money</td>
<td>Does your project represent good value for money? Is your budget realistic? Is the amount of funding requested and overall cost of your project relative to the expected benefit of the project?</td>
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Smoking cessation resources and ideas can be found at:

Projects with a focus on healthy eating and physical activity must be in line with the following national guidelines:

A few important points relating to weight:
- Preventing weight gain is more effective than trying to lose weight.
- In fact, there is very strong evidence that the majority of people will regain weight that is lost, in the few following years.
- It is far better to support everyone to eat well and be active, regardless of their current weight; as these behaviours are more likely to be sustained and effective in the long term.
• When people feel positive, included and supported, they are much more likely to engage in healthy behaviours, than if they feel stigmatised and shamed.
• Supporting everyone to eat well and be active will have benefits for their health, as well as helping to prevent further weight gain.
• The Butterfly Foundation has developed a useful Framework to Guide Assessment of Weight-Related Health Promotion Messages. This is included as a table on page 9 in Evaluating the Risk of Harm of Weight-Related Public Messages: www.nedc.com.au/assets/NEDC-Publications/Evaluating-the-Risk-of-Harm-final.pdf

Other Considerations: Land or Building Projects
If your proposed project involves any changes or improvements to land or buildings, you must include evidence of ownership and/or leasehold arrangements of the land or buildings in your application. If you are not the owner of the land or buildings, written evidence of the owner’s permission to make the changes or improvements is also required.

You are strongly encouraged to discuss all relevant planning and development permits with the relevant council before submitting your application. You may submit your application prior to receiving permits, however priority may be given to applications that have the required permits. If you have not obtained the required permits, you must provide a letter of support from the relevant council or authority.

Assessment
Applications will be assessed by the Review Panel, a panel of representatives from the Department of Health, Department of Education, Department of Communities Tasmania and Primary Health Tasmania.

The Review Panel’s assessments will be submitted to the Minister for Health for approval. The Minister for Health will publicly announce the successful grant recipients. Grant recipients will be listed on the Department of Health website at www.health.tas.gov.au/healthytasmaniafund following the announcement.

All applicants will be notified of the outcome of their applications.

The decisions of the Review Panel and Minister for Health are final and no discussion or correspondence will be entered into concerning the decisions.

Funding Agreements
Successful grant recipients will be required to sign and return a Funding Agreement before any funds can be paid.

The Funding Agreement outlines the project outcomes, agreed funding amount, timelines for delivery, reporting and acquittal of the project, and requirements for acknowledging the Healthy Tasmania Fund as the source of funding.

The Funding Agreement must be signed by two people who are authorised to sign on behalf of the applicant organisation.

If your organisation is not an incorporated, not-for-profit legal entity, the sponsoring organisation will sign the Funding Agreement.
Projects must be completed according to the description in the grant application, or with any additional details as noted in the Funding Agreement. Any variations in your project must be approved in writing by the Department of Health. Any unspent funds must be repaid to the Department of Health.

If the organisation is not an incorporated not-for-profit legal entity, payment will be made to the sponsoring organisation.

**Reporting**

**Small Grants**

For one-year small grants projects, recipients will be asked to attend an informal networking forum in Campbell Town six months after the funding is provided and a final report on completion of the project.

For two-year small grants projects, you will be asked to attend an informal networking forum in Campbell Town six months after the funding is provided, then a project progress reports every six months and a final report on completion of the project.

**Large Grants**

All large grant recipients will be asked to attend an informal networking forum in Campbell Town six months after the funding is provided. You will also be required to provide project progress reports every six months and a final project report on completion of the project.

These documents help us monitor the progress of your project, as well as show the wider community how the Healthy Tasmania Fund grants have improved the health and wellbeing of Tasmanian communities.

**Outcomes and Key Performance Indicators**

In your application form, you will be asked to describe the **outcomes** of your project. For example, the outcome of your project might be to increase participants’ access to local physical activity opportunities, or reduce smoking in your community.

You will also be asked to describe the **key performance indicators** that will measure these outcomes. You can choose and define your own measures of success by addressing the following questions:

- How much did we do? (eg how many participants; how many sessions?)
- How well did we do it? (eg how well did participants engage in and respond to sessions?)
- Is anyone better off? (eg has there been any change in behaviour, skills or knowledge? Will this be sustained? This includes case studies, surveys or success stories from any stakeholders.

This framework follows the Results Based Accountability method of evaluation. Templates and guides will be available to help successful applicants with the reporting requirements.

You can also provide any other supporting material to tell us about the project and its results, such as media clippings, photographs, advertisements, programs, written responses to your project, etc.

Grant recipients must also provide any additional information requested by the Department of Health.
Any recipient that has not completed their reporting requirements will not be considered for future rounds of funding.

**Financial Reporting**

Successful applicants will need to show that their grant has been spent in accordance with the Funding Agreement. Grant recipients must keep accurate financial records and be able to provide evidence of all expenditure. This includes keeping a list of all expenses and copies of all invoices. If your grant is audited, you will be asked to provide your financial records and evidence of expenditure.

Large grant recipients must also provide the following documents each year, for the duration of their project:

- a copy of their organisation’s annual report
- an Annual Grant Financial Accountability Report (for grants over $100 000 this must be certified by an approved auditor)
- a copy of their organisation’s financial statements, with a signed audit opinion from an approved auditor.

Detailed information about reporting requirements for successful applicants will be available in the Funding Agreement.

**Acknowledgement of Healthy Tasmania Fund**

Grant recipients must acknowledge the Healthy Tasmania Fund as the source of the funding in all materials, correspondence, publicity and signage for infrastructure produced as part of the project. This acknowledgement requires the use of the Healthy Tasmania graphic and the words ‘This project was funded by the Healthy Tasmania Fund through the Tasmanian Government.’

The same acknowledgement of funding is a requirement for project sponsors, partners and subcontractors.

A style guide will be provided to successful grant recipients.

**Privacy Statement**

Personal information will be collected from you for undertaking the Department of Health’s activities. Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of the Department of Health or affiliated bodies, and other organisations authorised to collect it.

Your basic personal information may be disclosed to other public sector bodies, where necessary, for the efficient storage and use of the information.

Personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request. You may be charged a fee for this service. Visit [www.dhhs.tas.gov.au/about_the_department/your_rights/accessing_personal_information](http://www.dhhs.tas.gov.au/about_the_department/your_rights/accessing_personal_information) for further information.
Right to Information
Information provided to the Department of Health and details of any financial assistance package may be subject to requests for public disclosure under the Right to Information Act 2009 (Tas) and may, where the Department of Health deems appropriate, be disclosed in accordance with the Act. Applicants should clearly mark any information they do not want disclosed to a third party as confidential, along with a short paragraph outlining the reasons why the information is confidential.

Document Checklist
You will need to provide the following documents as part of your application. You can upload documents as part of the online application form.

Small Grants (up to $50 000)
- Certificate of Incorporation.

Large Grants ($50 001 to $200 000)
- Certificate of Incorporation
- Certificate of Currency showing:
  - Professional Indemnity ($10 million)
  - Public Liability ($20 million)
- Annual reports for the last two years
- Audited financial statements for the last two years.

If your organisation is already funded by the Department of Health, you do not need to provide the documents listed above.

Sponsored Applications
If your application is sponsored, your sponsoring organisation will need to provide:

- the relevant documents for a small or large grant application as listed above
- a signed agreement to sponsor letter (a template will be available at www.health.tas.gov.au/healthytasmanialfund).

Local Government
Local governments do not need to provide the documents listed above.

Contact
For more information:

- visit www.health.tas.gov.au/healthytasmanialfund
- email ahealthytasmania@health.tas.gov.au and note ‘Healthy Tasmania Fund’ in the subject line
- call (03) 6166 0626.

Please note that Healthy Tasmania staff can provide advice on eligibility and interpretation of the guidelines, but cannot provide advice on individual applications.