



**ACT Health**

# ACT Health Promotion Grants Program



## Healthy Canberra Grants: Focus on Supporting Children & Families

Funding Guidelines

Applications close: 4pm Friday, 11 March 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.

[www.health.act.gov.au](http://www.health.act.gov.au) | [www.act.gov.au](http://www.act.gov.au)

Enquiries: Canberra 13ACT1 or 13 22 81

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# About Healthy Canberra Grants: Focus on Supporting Children and Families

The Healthy Canberra Grants: Focus on Supporting Children and Families provides funding for community-based activities to improve the health of Canberrans, with a focus on supporting children and families, particularly during the first 1,000 days of a child's life.

On average, Canberrans enjoy good health however, there is still room for improvement. Many Canberrans are living with one or more chronic diseases, with health status varying markedly between population groups.

Applications should aim to address the lifestyle behaviours contributing to poor health outcomes and create supportive environments to improve and maintain positive health and wellbeing through collective community knowledge, skills, resources and positive partnerships.

## 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 not only increase health knowledge, but also change 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.

Effective health promotion programs have common characteristics across each phase of the program's life cycle. This includes across the planning, implementation, sustainability and evaluation phases. They are multi-faceted, community driven programs that utilise a range of health promotion practices to enable ongoing health benefits for their chosen community.

To help inform your application, please see [Appendix A](#) for further details on the characteristics of effective health promotion programs.

## Funding priorities

We know that a large proportion of the burden of disease is potentially preventable by reducing the lifestyle risk factors contributing to ill health and increasing supportive environments where we can thrive.

The developmental periods of early life are a critical time when the foundations for optimum health across the lifespan are established. A positive start in life helps children develop to their fullest and the safety, health and wellbeing of mothers and families greatly

impacts this. Supportive environments that enable children and families to increase their positive health and wellbeing are key.

Healthy Canberra Grants: Focus on Supporting Children and Families will give **priority** to programs which use a population health approach to supporting children and families, **with a focus on optimising the healthy development of children during the first 1,000 days of life.**

The Healthy Canberra Grants funding priorities are informed by the [Healthy Canberra: ACT Preventive Health Plan 2020-2025](#) (The Plan), which sets the foundations for reducing chronic disease and supporting good health across all stages of life. The Plan is a government-led, collaborative approach to prevention informed by the latest available evidence and the needs of the ACT population.

## Supporting children and families

The developmental periods of early life—starting at preconception—are a critical window of opportunity when the foundations for optimum health across the lifespan are established. We know that the health of infants and children is critically impacted by the safety, health and wellbeing of both mothers and families. A positive start in life helps children develop to their fullest and increases the likelihood that they will become healthy and resilient adults.

Families and carers play a key role in the healthy development of the child, through their influence on risk and protective factors including maternal obesity, the choice to breastfeed, food choices, physical activity, substance abuse, stress, screen time, reading to children, and immunisation. What happens in the first 1000 days can last a lifetime, as it is a critical time for establishing physical, cognitive, social, and emotional health and wellbeing because the brain is at its most important stage of development.

While most ACT children are doing well, some are falling behind. Data from the 2018 Australian Early Development Census show significant increases in the percentages of children who are developmentally vulnerable in the physical health and wellbeing, social competence and emotional maturity domains in the ACT in 2018 compared to 2015. Reversing this trend is a priority.

It is therefore important to find ways to support families to recognise the importance of this life stage, and to access advice and services for children in the first 1000 days. By building safe and connected communities we can reduce adverse childhood experiences and increase resilience and protective factors, including good maternal health during pregnancy and family wellbeing. The stories of those who have lived experience of the first 1,000 days of a child's life is critical to this process and should be considered for inclusion in shaping potential programs.

**Applications are therefore encouraged for programs that support [healthy development in the first 1000 days](#) of a child's life from conception to the end of a child's second year.**

In line with the priority area of the *Healthy Canberra: ACT Preventive Health Plan 2020-2025* for children and families, we encourage applications for programs that also specifically aim to achieve the following:

- families are supported to optimise the healthy development of their children in the first 1,000 days of life; and
- more children are physically, socially, and emotionally ready to start school.

## 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.

Healthy Canberra Grants: Focus on Supporting Children and Families will therefore give priority to programs that focus on one or more of the following population groups:

- Aboriginal and Torres Strait Islander people (The ACT Health Directorate supports initiatives that contribute to improving local Aboriginal and Torres Strait Islander People's health, consistent with the aims of the [ACT Aboriginal and Torres Strait Islander Agreement 2019-2028](#));
- young parents;
- 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+); and
- people from culturally and linguistically diverse communities.

## Available program funding

The Healthy Canberra Grants: Focus on Supporting Children and Families has up to \$1.m available, for programs delivered from July 2022 through to December 2024. We aim to fund programs of sufficient scale to produce measurable, positive health benefits across the target population of your program.

## Ongoing program sustainability

Grant funding through all Healthy Canberra Grants is time limited and for a specific purpose. Successful applicants should have no expectation that funding will be renewed beyond the grant period or that receiving a grant in any way represents a commitment to recurrent funding. Therefore, applicants should demonstrate how their proposed program will move to a sustainable longer-term structure that is not reliant on grant funding.

## COVID-19 and your program

COVID-19 is a reality for Canberrans. Public restrictions due to COVID-19, and the resulting challenges this will make to delivery of your proposed program are very real. We require that all applications consider the potential impact of COVID-19 on the delivery of their proposed program; and develop a contingency plan outlining how it could potentially be delivered in a restricted environment e.g., via online workshops, delivered to a small group, sufficiently distanced, in an outdoor setting.

# 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. a non-government, not-for-profit approved early childhood education and care service.
  - 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 an ACT Government school, Independent school, Catholic Systemic School or Catholic Non-systemic school.
9. Applicants (or auspice organisations) must not be a Government Agency or Statutory Body.
10. 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 down.

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-for-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 applications seeking substantial amounts for excluded activities and items will not be assessed.

- Proposals that do not address the funding priorities of the Healthy Canberra Grants: Focus on Supporting Children and Families.
- 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

Applications will be assessed against the assessment criteria in the table below. These criteria have different importance, and this is reflected in the maximum possible score against each one. The total scores across all criteria will form the basis for application ranking.

Assessment Criteria	Scored out of
<b>1. Contribution to supporting Children and Families</b> <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 significant number of people across the target community.</li> <li>• The proposed program demonstrates how health outcomes will be maintained beyond the funding period.</li> </ul>	6
<b>2. Evidence of need</b> <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
<b>3. Value for money</b> <ul style="list-style-type: none"> <li>• The proposed program demonstrates value for money, by matching a realistic budget to potential population health improvements.</li> </ul>	5
<b>4. A target population approach</b> <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 demonstrates the ability to improve health knowledge, attitudes, and behaviours within the target population .</li> </ul>	4

Assessment Criteria	Scored out of
<p><b>5. Evidence of partnerships</b></p> <ul style="list-style-type: none"> <li>The proposed program demonstrates a capacity and commitment to working in partnership in the delivery of the program.</li> <li>The application provides evidence of the role and contribution of relevant key partners including those with lived experience.</li> </ul>	3
<p><b>6. Program planning</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> </ul>	2
<p><b>7. Evaluation</b></p> <ul style="list-style-type: none"> <li>The proposed program demonstrates the capacity to collect and interpret relevant data and evaluate the program's impact.</li> </ul>	2
<p><b>8. Evidence of health promotion principles and practices</b></p> <ul style="list-style-type: none"> <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>	2
<p><b>9. COVID-19 – Program delivery during times of restriction</b></p> <ul style="list-style-type: none"> <li>The proposed program demonstrates that it can potentially be adapted and delivered during times of COVID-19 restriction.</li> </ul>	2

## 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 Healthy Canberra Grants: Focus on Supporting Children and Families application form at <https://acthealth.smartygrants.com.au/>.

# This is a Single-Stage Application Process

Your application **must** be submitted by 4pm, Friday, 11 March 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.

## Selection Process

An assessment panel comprised of senior staff 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.

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

## Administrative requirements for successful applicants

All successful applicants to the Healthy Canberra Grants: Focus on Supporting Children and Families 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>	2 February 2022
<b>Applications close:</b>	4pm, Friday 11 March 2022 <b>Late applications will not be accepted.</b>
<b>Decision advised:</b>	Expected Late May 2022

# 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: What Makes an Effective Health Promotion Program?

