

Healthy Tasmania Fund Round 2 Guidelines

Important Dates

Activity	Date
Applications open	7 September 2020
Applications close	5 pm AEDT, 30 October 2020
Applications assessed	November 2020 – January 2021
Applicants notified	March/April 2021
Funding Agreements start	1 June 2021

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 8)
- preview the application form at healthytas.smartygrants.com.au/, available on 7 September 2020.

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 Round 2' in the subject line
- call Christy Measham, Healthy Tasmania Project Officer, (03) 6166 6843.

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About the Healthy Tasmania Fund

The Tasmanian Government has the goal of making Tasmania the healthiest population in Australia by 2025.

The Healthy Tasmania Fund was launched in 2019 and supports community organisations to improve the health and wellbeing of their communities. Round 1 of the Healthy Tasmania Fund provided \$2.17 million towards 25 health and wellbeing projects across the state. Information about Round 1 recipients can be found at www.health.tas.gov.au/healthytasmaniafund.

There is a total of \$2 million in funding available for the Healthy Tasmania Fund Round 2 in 2020. The Healthy Tasmania Fund Round 2 will provide grants up to \$200 000 for projects or initiatives for up to two years. There will be small grants (up to \$30 000) and large grants (\$30 001 to \$200 000).

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

- reducing smoking
- improving healthy eating
- being more physically active
- improving mental health and wellbeing.

All projects should have a focus on building community connections.

Mental health and wellbeing is a new focus area for the Healthy Tasmania Fund Round 2. This inclusion recognises the importance of supporting communities to promote mental health and wellbeing and prevent mental ill-health. To reach our goal of making Tasmania the healthiest population in Australia, we must acknowledge the relationship between physical and mental health. Initiatives to support mental health and wellbeing are likely to have positive impacts on physical health while addressing physical health is likely to have benefits for mental health and wellbeing.

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

To find out more about the Government's Healthy Tasmania Plan, 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.

Eligible organisations that received funding from the Healthy Tasmanian Fund Round 1, **are eligible** to apply for Round 2.

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, School 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 through health promotion and prevention strategies.

Grants can be used towards initiatives that focus on one or more of the following:

- reducing smoking
- improving healthy eating
- being more physically active
- improving mental health and wellbeing.

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 should be in line with National and State Guidelines (see page 10-12).

Projects that bring different age groups together, address current gaps in service provision or target Tasmanians who are vulnerable to ill-health are encouraged.

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

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 or motor vehicles
- provision of scholarships
- provision of clinical treatment services
- 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.

Staffing and Subcontractors

Grants can be used for short-term staffing or subcontracting to specialists or experts where required, and where organisations cannot 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.

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 before 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.

Funding

Small grants are up to \$30 000 and large grants are from \$30 001 to \$200 000.

You do not have to apply for the full amount, you can apply for any amount up to \$30 000 for small grants and any amount over \$30 001 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 2021.

Recommendations for partial funding will not be made.

A total of \$2 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 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 that they have the skills, knowledge and capacity to deliver the proposed project. Successful projects will have a strong evidence base, wide reach, community partnerships, community connections and sustainability beyond the grant funding period.

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

- reducing smoking
- improving healthy eating
- being more physically active
- improving mental health and wellbeing

All projects should have a focus on building community connections.

Applications will be assessed against the following criteria:

- rationale
- reach
- access
- collaboration and support
- sustainability
- 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:

Criteria	Prompt questions
Rationale	<p>Why is your project needed? What is the local need? Does your project draw on the best available evidence? How does your project demonstrate that you have met the needs of the community? Why or how will this project be effective? Use available sources of evidence where possible.</p>
Reach	<p>How many people will your project reach or impact? Does the project have a broad reach in the community, in terms of diversity or numbers of participants?</p>
Access	<p>How is your project inclusive and does it involve a diverse range of community members? For example, young people, Aboriginal people, migrants and refugees, older people, people with mental ill-health, people with disabilities. How is access to health-promoting activities and services improved for people who are most vulnerable to poor health? If you are requesting funding for equipment, how will you engage with the community and support and encourage them to use it?</p>
Collaboration and support	<p>Who else will you be working with? Does your project involve a wide range of community partners? Is there any support, such as in-kind contributions or financial support, from other organisations? Provide letters of support where possible.</p>
Sustainability	<p>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?</p>
Outcomes and evaluation	<p>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?</p>
Value for money	<p>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?</p>

Assessment

Eligible applications will be assessed by the Review Panel. This panel is made up of representatives from the Department of Health, Department of Education, Department of Communities Tasmania and Primary Health Tasmania. The Review Panel will consider the mix of strategies, focus areas and State-wide coverage across both the Small and Large Grant Rounds

The Review Panel's assessments will be submitted to the Minister for Mental Health and Wellbeing for approval. The Minister for Mental Health and Wellbeing 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 and general feedback about successful and unsuccessful grants.

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

How to Apply

Applications for small and large grants open on 7 September 2020.

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

Applications for small and large grants close at 5 pm AEDT on 30 October 2020

If you are applying for a small grant (up to \$30 000), you must complete the small grant application form.

If you are applying for a large grant (\$30 001 to \$200 000), you must complete the large grant application form. Organisations applying for large grants must provide some additional supporting documents.

Read the guidelines. Make sure your organisation and project are eligible.

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

The application form will be available to preview in late August, ahead of applications opening on 7 September 2020.

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.

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 to 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.

Successful grant recipients will be required to report on their progress against these key performance indicators.

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 \$30 000)

- Certificate of Incorporation.

Large Grants (\$30 001 to \$200 000)

- Certificate of Incorporation
- Certificate of Currency showing:
 - Professional Indemnity (\$10 million per claim)
 - Public Liability (\$20 million per claim)
- Annual Reports for the last two financial years
- Audited Financial Statements for the last two financial years.

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

If your organisation does not currently have the required levels of insurance, you must commit to increasing your insurance if you are successful. Additional insurance costs may be included in your project budget.

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/healthytasmaniafund).

Local Government

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

Requirements for Successful Applicants

Funding Agreements

Successful grant recipients will be required to sign and return a Funding Agreement before any funds can be paid. Grant recipients will be expected to return the signed Funding Agreement within 4 weeks.

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.

Successful applicants must have procedures to ensure that all persons engaged are fit and proper persons. This includes current registration cards issued under the Registration to Work with Vulnerable People Act 2013 and/or police history check, where appropriate.

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.

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

Reporting for Successful Applicants

Detailed information about reporting requirements for successful applicants will be available in the Funding Agreement. Templates and guides will be provided to help successful applicants with the reporting requirements. 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 and will be deemed to be in breach with the Funding Agreement.

Service Delivery Reporting

Grant recipients will be required to complete a report every 6 months of the project and a final report on completion of the project. This report will address the key performance indicators that you identify in your application. You can also provide 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.

Project reports 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.

Financial Reporting

Successful applicants will need to show that their grant has been spent as agreed in 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 Annual Audited Financial Statements.

Quality and Safety Reporting

Large grant recipients must demonstrate continuous quality improvement and safety activity.

Networking Forums

In addition to the required written reports, grant recipients will be asked to attend an informal networking forum 6 months after the funding is provided.

Delivery and location will be determined closer to the date due to COVID-19.

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 device 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 under 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.health.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 under 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.

Contact

For more information:

- visit www.health.tas.gov.au/healthytasmaniafund
- email ahealthytasmania@health.tas.gov.au and note 'Healthy Tasmania Fund' in the subject line
- call (03) 6166 6843

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

Guidance on completing the online application form is available from SmartyGrants at SmartyGrants Help Guide for Applicants at applicanthelp.smartygrants.com.au/help-guide-for-applicants/