

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

20 October 2015

Agenda Item 8.2 Greater Shepparton Greater Health Grants 2015

Attachment 1 Funding Guidelines 339

G R E A T E R S H E P P A R T O N
G R E A T E R F U T U R E



Greater Shepparton Greater Health
Annual Project Grants

Funding Guidelines

Funding up to \$500

*Please refer to the timetable located on Council's website
to confirm all dates relating to this grant,
including the expected project term and acquittal.*

*Please read the Funding Guidelines carefully to ensure that you are eligible to apply
and to assist you to complete all sections of the application.*

See Greater Shepparton City Council website
www.greatershepparton.com.au
for information on how to apply.

For more information on any aspect of this project grant,
or if you encounter any problems with your application,
please contact Council's Municipal Health Project Officer
by telephone 5832 9879.
or email healthplan@shepparton.vic.gov.au

Open: 1 June 2015
Close: 31 July 2015

This document was prepared following consultation with Council in collaboration with the members of the Greater Shepparton Health and Wellbeing Advisory Committee (HWBAC).

*Funding is NOT available for ongoing expenses, or for projects
which have already commenced, or have been completed.*

G R E A T E R S H E P P A R T O N
G R E A T E R F U T U R E



Greater Shepparton Greater Health Project Grants

Overview

Greater Shepparton City Council is pleased to offer funding for projects which will strengthen Greater Shepparton's whole community approach to health and wellbeing.

The aim of the Greater Shepparton Greater Health Project grant is to encourage local community, sporting and non-profit organisations to explore different approaches and initiatives that may improve community health and wellbeing through health promotion or prevention models to maximise local health outcomes.

Applicants will need to be familiar with health and wellbeing targets and expectations in the current Council Plan and Greater Shepparton Health and Wellbeing Plan.

The intention of the funding is to encourage communities to be active in improving community health and wellbeing through new ideas, events or training programs that:

- Assist others to acquire or develop new skills and knowledge within supportive learning environments
- Encourage projects that promote sustainable healthy lifestyle choices and models (rather than a request for catering costs for an event held once)
- Increase individual's awareness of their own health and wellbeing
- Encourage social connection and participation for all ages and abilities
- Provide tools and first aid equipment that improves the health and safety of participants, particularly if conducted in isolated or rural settings ie defibrillators
- Provide kitchen tools and equipment for canteens that aid healthy eating choices or increase food preparation skills; ie. reduce the consumption of sugary drinks
- Provide minor equipment or facilities, including safety equipment to protect the community from sun exposure, smoking or other environmental health risks
- Provide sporting equipment that encourages participation from vulnerable and diverse population groups (providing items are not covered by other Council funded programs, ie Sporting Chance Scholarships)
- Encourage signage and promotion of healthy open spaces, ie. smoke free signage

Applicants will be encouraged to demonstrate how their project will benefit our Municipality, population groups or individuals. Applicants that explore new ways to engage vulnerable and disadvantaged youth will be acknowledged.

The grant available will be up to \$500 per project.

The Greater Shepparton Greater Health Project Grants are funded by Council's Community Directorate and will be offered in 2015/2016 and 2016/2017.

Application Process

Funding guidelines and application forms are made available to all applicants.

Applications will be made online via SmartyGrants with a link provided on Council's web page.

All applications received will be evaluated by a panel and scored against the funding criteria. The panel will rank all applications in order of their score, with a cutoff point determined by the amount of funding available.

A report will be prepared for Council approval, including a summary of all applications received and the recommended allocation of grant funds. All successful and non successful applicants will then be notified.

Council reserves the right to fund any project at its sole discretion.

Advertising

Information about Council's Greater Health Project Grants will be made publicly available on Council's website, via social media and other media as appropriate.

Eligibility

What type of projects or groups may be funded?

- Projects or events that clearly demonstrate effort toward strategic targets identified within the Greater Shepparton Council Plan 2013-17/Greater Shepparton Health and Wellbeing Action Plan
- Applications from a group formed to carry out a project, or not-for-profit community groups or organisations which already exist and whose principal activities are conducted in the Greater Shepparton Municipality
- Applications made by a group that is not an Incorporated Association will need to form an agreement with an incorporated not-for-profit Community Group, Club or Organisation willing to manage the grant funds on their behalf (*"auspice the grant"*).

Non-Eligible

What type of projects or groups will NOT be funded?

- Applications received after the closing date
- Applications will not be accepted from or on behalf of individuals
- Groups/organisations that operate for profit or fundraising purposes only
- Requests for retrospective funding, where equipment has already been purchased or work has commenced
- Equipment that would be considered the responsibility of another authority or tier of Government
- Projects that require ongoing funding or support other than an initial project grant
- Projects that are clearly a duplication of an existing service
- Any groups that receive direct income from electronic gaming machines

- Organisations that are unable to demonstrate financial stability or provide a suitable auspice to manage funds
- Organisations who have previously been funded by Council and have failed to comply with the financial reporting requirements.

Mandatory requirements that will support your application

Applying without an Auspice Organisation:

- Provide a recent Annual Report or Financial Statement
- Provide a copy of the Certificate of Currency for Public Liability Insurance
- Written quotation for any tools/equipment

Applying with an Auspice Organisation:

- Provide a copy of the letter/agreement from auspice organisation willing to administer the grant
- Provide a copy of the auspice organisation's most recent Annual Report or Financial Statement
- Provide a copy of the auspice organisation's Certificate of Currency for Public Liability Insurance
- Written quotation for any tools/equipment

Non Mandatory requirements that may support your application

There are several **non mandatory** requirements specific to the Greater Shepparton Greater Health Project Grants which organisations **can** provide copies/evidence of in support of their application if appropriate/obtained. These items are not compulsory but may strengthen your application:

- Participation in the Australian Drug Foundations 'Good Sports Program'
- Evidence of the development and use of a Code of Conduct policy
- Evidence of the development and use of an Access for All philosophy
- Volunteers undertaking working with children checks.

Health Outcomes

Health Outcomes are a change in the health status of an individual, group or population which is attributable to a planned intervention or series of interventions.

This project may identify health outcomes that have resulted from the implementation of a new initiative or the influence, education or benefit observed to have occurred on participants, population groups or general public. Health outcomes could include changes in self-perceived health status, changes to behaviour, changes that impact future health and wellbeing, improve quality of life or increase social connection opportunities.

Health outcomes can be observed before and after implementation of any project, utilising survey data, analysing feedback evaluation forms or with photographic evidence demonstrating participation levels.

Access and Inclusion

The Greater Shepparton City Council encourages a welcoming environment for individuals of all ages and with all abilities providing dignified and equitable access. It is important that applicants are inclusive of people living with a disability and their carers, their assistance animals and their needs to encourage participation. This may include considerations to the following:

- Accessible parking at the venue
- Provision of accessible facilities such as toilets, ramps, internal pathways at events and accessible seating
- Consideration for assistance animals
- Acceptance of Carer Cards and/or Companion Cards for carers
- Information available in accessible format, such as large print and signage. If required, use of interpreters, such as Auslan for people who are Deaf

For further information, please contact Council's Access and Inclusion Officer on 5832 9592.

Cultural Diversity

Council strongly supports the cultural diversity within our municipality and ensuring our community is inclusive of all. It is therefore important that applicants demonstrate their pro diversity practices within their application. This can include any demonstration of inclusion of all; for example:

- Advertising of events in plain English, ie. avoids acronyms and jargon
- Ensuring events are open to everyone
- Availability of culturally acceptable foods when appropriate, eg. halal foods
- Take religious and cultural occasions into consideration when planning events
- Consideration of religious dress wear practices
- Availability of interpreters and translated information when required

For further information, please contact Council's Cultural Diversity Officer on 5832 9527.

Approvals and Permits

In some cases, approvals or permits may be required to carry out the proposed project. Applicants should discuss their project with the responsible body eg. Council or a Victorian Government Department, prior to submitting their application.

Your offer of funding will be made conditional to you obtaining regulatory approvals. The approval/permit must be obtained within six weeks of your offer of funding or an extension negotiated and approved.

Council officers can assist applicants with the process of gaining approvals.

Assessment

Your application will be assessed by a panel of Council staff, with broad representation from across Council departments. In assessing the applications, the panel will assess all applications against the following funding criteria:

- The intended project aligns with Greater Shepparton's Municipal Health and Wellbeing Plan
- Applicants must meet some or all of the objectives
- Project feasibility
- Benefits 'hard to reach groups', e.g. disadvantaged or vulnerable persons.

The Assessment Panel's recommendations will be:

- Presented to Council within a Council Report to be prepared by Council Officers
- Council will consider the recommended funding allocations at a formal Ordinary Council Meeting
- All applicants will be notified in writing as to the outcome of their application.

Please refer to the timetable on Council's website to determine when all applicants would be notified whether they are successful.

In some cases, the assessment panel may consider your application as more suited to one of Council's other grant programs. If so, Council will contact you to let you know, and may ask for additional information.

Budget

The budget should include details of all *income (all sources of funding which will be used to deliver the project)* and *expenditure (all costs involved in the project)*.

Please provide a copy of any quotes with your application, where applicable.

It is also necessary to detail any in-kind contributions, that will be made to the project in the budget section. The budget may also include details of any cash contribution the applicant is making to the total costs of the project.

Please note that income and expenditure must be equal.

Sample of budget to be provided (including all Financial Contributions)

Some examples of the detail expected are provided below:

In-Kind

Please include details of any contributions to the project that you would normally pay for, but are being received at no cost to the project.

If you have volunteers working on the project, include their contribution valued at:

- \$25 per hour for unskilled labour
- \$40 per hour qualified trades person
- \$65 per hour machinery hire including driver

Person or organisation*	Task	Hours/Rate	Amount In-Kind*
Committee	Labour set up and remove display	10 hrs/\$25	\$250
Recreation Reserve	Loan of tables and chairs		\$100
Joe Blough	Sound equipment and tech support	4 hrs/\$40	\$160
Mary's Newsagents	Photo copy flyers		\$100
			Total* \$610

Add Row

Acquittal

To complete the acquittal process you will be required to report back to Council when your project is completed. The Acquittal process is important because it enables Council to continuously evaluate the success of the Greater Shepparton Greater Health Project Grant.

Your acquittal should include:

- A summary of the project including your feedback on the things that went well and also things that did not go according to plan.
- A Financial Statement must be completed together with receipts attached.
- Copies of promotional materials, photographs or video for the purpose of promoting the Greater Health Project Grant through Council publications and website.
- Evidence of any health outcomes demonstrating how the residents of our Municipality have benefited.

All projects should be completed and acquitted within twelve months of receiving funds, or as detailed in the funding guidelines.

A group which fails to submit their acquittal documents is ineligible to apply for funding under any of Council's grant opportunities until the acquittal is completed and reviewed by Council.

Greater Shepparton City Council warmly welcomes your application.

Related Policies

Nil