

# Latrobe Health Assembly Health Innovation Grants Program Guidelines

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## 1. Introduction

Latrobe Health Assembly (LHA) invites individuals, community groups, sporting clubs, not-for-profit organisations and businesses who live, work or study in Latrobe City to apply for a Health Innovation Grant. A grant may provide up to \$10,000 plus GST for a project that aims to improve the health and wellbeing of the Latrobe City community.

## 2. About Health Innovation Grants Program

Following the 2015 release of the Hazelwood Mine Fire Enquiry, the Latrobe City area was designated as Australia's first Health Innovation Zone. The Victorian State Government invested \$27M into the Latrobe Health Innovation Zone and facilitated the creation of the Latrobe Health Assembly.

Comprising 45 members, the LHA is working with the population of the Latrobe City to reach the goal of 10,000 more people with better health and wellbeing in 10 years. To achieve this outcome, we will help strengthen health services, promote healthy living, reduce health inequities and build pride of place within the Latrobe Valley.

The Health Innovation Grants Program has been established to enable and support the Latrobe City community to develop innovative projects to improve the health and wellbeing of the local community. The program aims to empower members of our community to identify solutions and deliver them for the benefit of residents.

The program is seeking innovative funding applications that reflect four priorities that the LHA has identified so far:

- Healthy Living (Physical Activity, Smoke Free and Healthy Food);
- Better Care (Chronic Health, Mental Health and Dental Health);
- Positive Culture (Social Inclusion, Safe Families and Drugs and Alcohol); and
- Great Place (Building and Natural Resources, Jobs and Skills and Community Capital).

## 3. Getting Started

Before applying, please ensure you have thoroughly read and understood these Guidelines and the Latrobe Health Assembly Innovation Grants Governance Policy.

## 4. Grant Funding

Funding Available: up to \$10,000 plus GST per project over one year (unless written approval has been given for an extension).

The grants will provide funding for a well-developed project plan proposed by an eligible applicant with the capacity to deliver the project.

## 5. Funding Round

The Health Innovation Grants Program will accept applications as per the following dates.

- Opening Date: Monday 15 October 2018 at 9:00am
- Closing Date: Friday 7 December 2018 at 4:00pm

## **6. Enquiries and Submissions**

For further information regarding this program, please visit <http://healthassembly.org.au/>

If you have any questions regarding the program, guidelines or terms and conditions, please email [info@healthassembly.org.au](mailto:info@healthassembly.org.au) or call (03) 5173 8400. We will review every email and voicemail and respond as soon as possible.

To submit an application, please email the application form and any supporting documentation to [info@healthassembly.org.au](mailto:info@healthassembly.org.au)

## **7. What is the Latrobe Health Assembly supporting?**

The LHA wants to identify successful projects which have the potential to be innovative, self-sustaining (i.e. not reliant on ongoing funds), that address and improve the health and wellbeing of the people who live, work and/or study within the Latrobe City. The projects must relate to **one** of the twelve action areas of the LHA (outlined in section 12 below.)

## **8. Eligibility Criteria**

To be eligible to apply applicants must:

- Be an individual that lives, studies or works within the Latrobe City boundaries; or
- A not-for-profit organisation, business, community group, sporting club or school that is based within Latrobe City or provides services or benefits primarily to the Latrobe city Community; and
- Hold appropriate public liability insurance of \$10 million at minimum.

## **9. Auspice Organisation**

For individuals applying, and community group or sporting clubs that are not a legal entity (e.g. do not hold an ABN), you can approach an organisation to auspice your project. We see auspices as a great way for you to partner with like-minded organisations to deliver projects.

The auspice organisation will partner with you to deliver your project and receive the funding on your behalf. The auspice organisation must meet the above eligibility criteria and provide a letter indicating that they accept full financial accountability for the project. The auspice organisation is not considered to be an applicant and may apply for their own funding.

If you are unable to partner with an organisation there is also the potential to auspice through LHA directly. LHA would hold the funding on your behalf and accept financial accountability for the project. LHA would retain the right to apply any additional conditions if the application is successful.

## **10. Who Cannot Apply**

- × Government agencies or departments of State and Federal Government.

## **11. What will not be funded?**

- × Projects which duplicate services or programs that are the normal responsibility of State or Commonwealth Government departments or duplicate existing services or programs;
- × Requests for the purpose of raising funds for other groups, including fundraising projects with the primary purpose of fund raising for other organisations or individuals;
- × Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;
- × Projects that deliver a religious or party political message where the purpose is to advance the organisation's beliefs, irrespective of what those beliefs or positions might be;

- × Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being approved by LHA;
- × Payment of debts or loans;
- × General operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries, project management costs, office equipment etc. that are ongoing organisational expenses;
- × Travel costs associated with any project;
- × The purchase of land;
- × Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance; and
- × Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour.

## 12. What is covered in the Action Areas?

All grant applications must support the implementation of projects that reflect **ONE** of the following Action Areas.

Our Pillars	Healthy Living	Better Care	Positive Culture	Great Place
Our Action Areas	<b>Physical Activity</b> <i>More people moving, playing sport, and walking and riding for their work, study and daily life</i>	<b>Chronic Health</b> <i>More people accessing integrated, innovative care for their chronic health conditions</i>	<b>Social Inclusion</b> <i>More people who are resilient, connected and included so that they can fully participate in life</i>	<b>Built, Natural Resources</b> <i>More people enjoying built neighbourhoods and natural environments and accessing better transport</i>
	<b>Smoke Free</b> <i>More people free of tobacco and quitting, and more young people not starting to smoke</i>	<b>Mental Health</b> <i>More people receiving better care, support and understanding for their mental health issues</i>	<b>Safe Families</b> <i>More people feeling safe from physical violence, emotional and financial abuse, and neglect</i>	<b>Jobs and Skills</b> <i>More people off all ages accessing quality education and fulfilling occupations, paid and unpaid</i>
	<b>Healthy Food</b> <i>More people choosing water, healthy food options and eating together</i>	<b>Dental Health</b> <i>More people with healthy teeth and gums, and accessing preventive measures</i>	<b>Drugs and Alcohol</b> <i>More people drinking less alcohol, taking fewer drugs, and accessing support services</i>	<b>Community Capital</b> <i>More people volunteering, and contributing to productive and thriving communities</i>

## 13. Guidelines

### 13.1. Applications

- Applications must be submitted on the correct online application form;
- Applications must be completed in full including the budget and action implementation plan and have sufficient evidence to make a reasonable assessment of the application;
- Incomplete applications will be considered ineligible for funding;
- Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to LHA; and
- Decisions of the Board are final and no reason needs to be provided regarding rejection of an application.

### 13.2. Timeframes

- The start date for projects will take place once evaluation of all proposals is completed, which is expected by 1 April 2019. However, should the evaluation process allow, funding applications may be approved earlier and proponents will be encouraged to commence as soon as practical;
- Funds must normally be expended and acquitted within 12 months of signing a Funding Agreement, unless written approval has been given for an extension (which will not exceed a further two months by an authorised LHA staff member; and
- Applicants who have an outstanding acquittal form will not be able to apply for further funding from the LHA until this issue is resolved and may be required to return any funds if they cannot complete the project.

### 13.3. Acquittal

At the completion of the project, applicants will need to complete an Acquittal & Evaluation Report form, which is a reconciled statement of expenditure and income associated with the grant. It will also ask the applicants to provide detail on the outcomes of the project achieved as a result of the funding. You will also be required to attach:

1. Evidence of how LHA's support for the project was recognised;
2. An actual income and expenditure breakdown for the project; and
3. Photographic evidence that showcases the completed project and/or community participation.

### 13.4. Variations

Applicants must submit a Variation Request in writing to LHA if:

- the scope of a project changes;
- proposed expenditure items change; or
- there is a change to the proposed outcomes.

The Variation Request will be reviewed by the LHA Project Team and approved by the LHA Board. Variation Requests will initially be reviewed against the grant guidelines, then assessed based on impact.

If the Variation Request is approved applicants will receive written correspondence notifying them of the approved changes. This correspondence will then form part of the Funding Agreement with LHA. If the Variation Request is unsuccessful, applicants will be asked to submit a revised request or return funding to LHA.

### 13.5. General

- Applicants are eligible to receive one grant from the LHA Health Innovation Grants Program in any one funding round;
- Additional conditions may be applied to your project during assessment;
- Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permissions and approvals to deliver the project;
- Projects must address issues of safety and risk management;
- LHA encourages groups to undertake joint grant submissions. LHA acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs;
- Applications must clearly outline the aims and objectives and provide a full description of the project. LHA may request additional information to assist in assessing an application for funding; and

- Applicants are encouraged to provide financial or in-kind assistance to the project, although this is not a prerequisite for approval.

#### Funding

- Any underspent and excess funding must be returned to LHA when submitting the acquittal form; and
- Funding must not be regarded as a recurrent commitment from LHA. There is no guarantee a recurring project will be funded in the future. Funding is limited.

#### 13.6. Recognition

- When applicants are successful in receiving a grant, they agree to acknowledge LHA's contribution on materials produced to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the LHA 'Supported by' logo and guidelines on its correct use when you receive your outcome notification; and
- Applicants must agree to take part in reasonable promotional activities, as agreed by the LHA and the applicant.

### **14. Assessment Process**

Once applications are received they will be checked for eligibility against the Health Innovation Grants Program guidelines.

All applications will be assessed in accordance with LHA's Health Innovation Grants Program Governance Policy and program objectives and weighted out of 100. LHA's Health Innovation Grants Program involves a competitive process with applications assessed against the following criteria:

- Alignment with one of the twelve LHA Action Areas PASS / FAIL
- Eligibility of the applicant PASS / FAIL
- Project proposal and plan - This includes any quotes, budget information and plans in support of the application (20)
- Demonstrated need in the community for the project (15)
- The applicant's capacity to deliver a successful project (15)
- Demonstrated innovation – how the project is creative and innovative to Latrobe City (10)
- Potential benefits the project(s) will have on the health and wellbeing of the community (10)
- Long term viability and financial/environmental sustainability (10)
- Development of a model that can be used by others (10)
- Applicant has demonstrated previous related experience (5)
- Applicant has contribution to the project (5)

Recommendations will be developed by internal panels and reviewed by the LHA Board. The LHA Board makes the final decision on which applications will and will not be funded.

Applicants will receive an email notifying them of the result of their application. The Board is not required to provide reasons as to the success or otherwise of any application.

LHA's Health Innovation Grants Program is competitive and may receive more applications than can be supported.

## 15. Supporting Documents

You will be asked to provide the following attachments when completing your application:

Mandatory:

- Current certificate of Public Liability that will be used to cover the project; and
- Projects with an auspice organisation must attach a letter from the auspice organisation indicating that it accepts full financial accountability for the project and the auspice organisation's current certificate of Public Liability.

## 16. Making the Payment

If your application is successful you will be provided with a Funding Agreement form, LHA 'Supported by' logo and a copy of the Acquittal and Evaluation Report form.

To complete payment you will be required to:

- Complete and return the Funding Agreement Form;
- Provide an invoice or tax invoice (if you are GST registered) for payment; and
- Provide any documentation outlined in the Funding Agreement Form.

Once you have provided these documents, funding will be deposited into your nominated bank account within four weeks or payment may be staggered, which will be at the discretion of the LHA.

## 17. Information Sharing

The LHA reserves the rights to share applications and details of applications with the following organisations:

- Department of Health and Human Services;
- Latrobe Regional Hospital;
- Gippsland Primary Health Network;
- Latrobe Community Health Services;
- Latrobe City Council;
- Latrobe Valley Authority; and
- Vic Health.

## 18. Health Innovation Grants Program timeline

Date	Activity
Tuesday 9 October 2018 – Thursday 11 October 2018	Community information sessions are held.
Monday 15 October 2018	Launch of the Innovative Health Grants 2018-19 Applications open.
Friday 7 December 2018	Applications close. Application must be received by LHA by 4.00pm.
Monday 10 December 2018 – Friday 25 January 2019	Applications evaluated by Assessment Panels.
Tuesday 5 February 2019	Recommendations to be reviewed and approved by the LHA Board.
Monday 18 March 2019	Applicants will be advised by email of the outcome of their application.
Monday 18 March 2019 – Tuesday 30 April 2019	Funding transferred to successful applicants.

**19. Further information and assistance**

For all grant enquiries, including assistance and support available to help you submit your application, please contact:

**Phone:** 03 5173 8400 or 03 5173 8403

**Email:** [info@healthassembly.org.au](mailto:info@healthassembly.org.au)

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