

Latrobe Health Assembly – Health Innovation Grants Program Guidelines

1. Introduction

Latrobe Health Assembly (LHA) invites individuals, community groups, sporting clubs, not-for-profit organisations and businesses living, working or studying 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 Latrobe City to 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:

- Pride of Place (building confidence, feeling safe, employment / education opportunities and esteem and celebration in the community);
- Make the Move (encouraging physical activity and healthy eating including high risk groups);
- Children, Family & Young People (getting the best start in life possible); and
- Chronic Illness & Wellness (helping those in most need to live life to the full).

3. Getting Started

Before applying, please ensure you have thoroughly read and understood these Guidelines and the:

- LHA's Website Terms of Use; and
- Frequently Asked Questions.

4. Grant Funding

Funding Available: up to \$10,000 plus GST per project over one year (with a two year maximum).

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: 9:00am Monday 22 January 2018
- Closing Date: 4:00 pm Friday 9 March 2018

6. Enquiries

For questions regarding the program, guidelines or Terms and Conditions, please email info@lhiz.org.au or call (03) 5173 8403. We will review every email and voicemail and respond as soon as possible.

For further information and to submit an application, visit <http://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 Latrobe city. The projects must relate to the four Priorities 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 Priorities?

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

Pride of Place	<ul style="list-style-type: none"> ● Build confidence, esteem and celebration in the community ● Increase community connectedness and engage the disengaged ● Help improve the quality of the natural and built environments ● Enhance Latrobe Valley community reputation ● Build community support and improve community safety ● Increasing employment / Education opportunities
Make the Move	<ul style="list-style-type: none"> ● Promote participation and incidental activity for high risk groups ● Improve opportunities and environments for physical activity ● Increase knowledge of importance of physical activity ● Promote healthy eating ● Improve opportunities and environments for healthy eating
Children, Family & Young People	<ul style="list-style-type: none"> ● Promote good health to get the best possible start in life ● Improve early learning outcomes ● Support families in need and the welfare of children and youth ● Raise awareness and support for mental health conditions
Chronic Illness & Wellness	<ul style="list-style-type: none"> ● Improve the continuity of care for people with chronic conditions ● Prevent chronic illness developing and further problems occurring ● Support those with and developing mental health conditions ● Help people with chronic conditions to live life to the full

13. Guidelines

13.1. Applications

- Applications must be submitted on the correct online application form;
- Applications must be completed in full 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;
- 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 June 2018. 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 12 months) by an authorised LHA staff member.
- 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 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;
3. Photographic evidence that showcases the completed project and/ or community participation; and
4. A Project Evaluation Report, the template for which will be provided by LHA.

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

13.6. Funding

- Any underspent and excess funding must be returned to LHA when submitting the acquittal form;
- 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.

13.7. 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;
- 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 LHA's one of the four Priorities and Focus 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's demonstrated previous related experience (5)
- Applicant's 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 upload the following attachments when completing your application:

Mandatory:

- Current certificate of Public Liability that will be used to cover the project;
- 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, an invoice template and a copy of the Acquittal form.

To complete payment you will be required to:

- Sign and return the provided invoice (or Tax invoice if you are GST registered);
- Return a completed Supplier Application form; and
- Complete the online Funding Agreement form.

Once you have provided these documents, funding will be deposited into your nominated bank account within 4 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
Thursday 11 January 2018 & Thursday 18 January 2018	Community information sessions are held.
Monday 22 January 2018	Launch of the Innovative Health Grants 2018-19 Applications open.
Friday 9 March 2018	Applications close. Application must be received by LHA by 4.00pm.
March 2018 – April 2018	Applications evaluated by Assessment Panels and recommendations are reviewed by LHA Board.
April 2018 - May 2018	Applicants will be advised by email of the outcome of their application.
May 2018	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 8403 or 03 5173 8401

Email: info@lhiz.org.au

This document provides general information only and may be subject to change at any time without notice.