



2009 Link and Learn Grants Program

GUIDELINES

What are the objectives of the program?

The Victorian Health Promotion Foundation is offering the Link and Learn Program in 2008-09 to allow community based organisations to access external expertise to support development of evidence-based health promotion strategies.

Specifically, this program is designed to provide small grants to community organisations for health promotion projects that build organisational skills, identify solutions to existing problems and identify strategies that can affect change. The grants will enable knowledge (information or understanding) exchange and brokerage that leads to evidence-based policy and practice. This may include bringing in external experts to facilitate skill building in areas such as project planning, advice on health promotion strategies, literature reviews on best practice, and assistance in preparation of policy submissions.

Who can apply?

This grant is open to small to medium community based organisations, who are members of a Primary Care Partnership and whose main role is in health promotion.

Grant requests may focus on any of the following VicHealth priorities:

- health inequalities
- promoting social connection,
- reducing discrimination (with a focus on ethnic and race based discrimination)
- violence prevention (with a focus on violence against women)
- increased access to education and employment
- healthy eating and improved access to nutritious food
- increased participation in sport and active recreation
- preventing and reducing harmful alcohol consumption
- smoking (encouraging quitting, discouraging uptake and reducing exposure to tobacco smoke) will be viewed favourably

What funding assistance is available?

In 2009, VicHealth will provide a maximum grant of up to \$10,000.

This grant does not provide funding for:

- Conferences
- Initiatives that have no link to health promotion
- Initiatives that have been recently trialled
- Capital works (eg. Buildings or maintenance or purchase of major equipment, purchase and lease of land/vehicles)
- Commercial activities or individual persons
- Core organisational operating costs
- Organisations that accept any form of sponsorship or support from tobacco or alcohol
- Projects that are considered by VicHealth to be the funding responsibility of local, state or federal government (eg. population based surveillance)

What are the conditions for funding?

Successful applicants will be required to enter into a funding agreement with VicHealth. The funding agreement outlines the obligations to VicHealth in return for the Link and Learn funding. Applicants **must** agree to the conditions set in the VicHealth funding agreement. Conditions relate to:

- Submitting a summary report, within three months of the end of the funding period - and where appropriate this may be published on the VicHealth website.
- Timely completion of the project milestones
- Completion of project activities within one year.
- Funded activity taking place in Victoria.
- Appropriate financial management (including timely reporting)
- Compliance with VicHealth evaluation processes
- VicHealth acknowledgement
- Exchanging information on the content and progress of project activities with other funding recipients
- Contributing to the documentation of funding round activities in written or audio-visual form for the purposed of professional and community education; and
- Promotion of funded activities across communities via media and other mechanisms.
- Applications will **not** be processed if community organisation have unmet accountability requirements for grants previously and/or currently awarded by VicHealth.
- If successful, applicants must take up the award by June 2009.

VicHealth funding agreement can be downloaded from our website:

www.vichealth.vic.gov.au/LinkandLearn

How to apply for this grant?

This grant involves two stage application processes.

STAGE 1 involves submitting an Expression of Interest no more than 1 page as supplied (no attachments).

Expressions of interest should be accompanied by a cover letter signed by the Chief Executive Officer, Chairperson or equivalent.

STAGE 2 involves submitting a grant application for shortlisted applicants only.

What are the timeframes?

PROCESS	DATE
Close of stage 1 Expression of Interest	19 January 2009
Stage 2 call for application (Shortlisted Applicants)	2 March 2009
Close of Stage 2 application (Shortlisted Applicants)	6 April 2009
Notification of successful applicants	25 May 2009

Please submit your expression of interest electronically to linkandlearn@vichealth.vic.gov.au by **Monday 19 January 2009**. Late applications will not be accepted.

All applications will be acknowledged by return email.

Who to contact for more information?

Further information can be obtained from contacting Ms Michele Agustin-Guarino on 03 9667 1307 or via email on linkandlearn@vichealth.vic.gov.au