**Alcohol Culture Change Initiative Scoping Grants**

**Frequently Asked Questions**

**What role will VicHealth play in the projects during the funding period?**

VicHealth is an active partner. Project leads are required to engage with VicHealth throughout the life of the project. This may include but is not limited to participating in your project steering committee or working group, VicHealth attendance at workshops or events, regular meetings with the VicHealth project manager (phone or face-to-face) and other activities with the aim of continually and collectively improving projects for the benefit of the Victorian community.

VicHealth will provide one-on-one support, group support and expert advice during the life of the project. VicHealth will facilitate Community of Practice meetings where projects will to come together to share learnings, problem solve challenges and receive support and education as required. Participation in Community of Practice meetings is mandatory at VicHealth office in Carlton VIC, as required. It is anticipated there will be one Community of Practice meeting in the Scoping stage.

**Do projects require Human Research Ethics Committee approval?**

It is not a requirement of VicHealth to obtain ethics approval from a Human Research Ethics Committee for the ethical oversight of data collection and management.

However, it may be a requirement of the research partner you are working with on this project to do so. If you choose to obtain ethics approval this process will need to be outlined in the application, including how this will be achieved within the short timeframe of the project. Please note the application will need to include a provision for de-identified data to be shared with VicHealth.

**Is there an expectation for organisations to co-invest in their project?**

While there is no requirement for applicants to co-invest, any committed co-investment will be viewed favourably. If your organisation or other partners are planning to co-invest then this intention should be included in your application.

**What can VicHealth funding be used for?**

Outlined below are the condition of VicHealth funding. While they are not all relevant to the scoping stage of funding they may be relevant for the intervention stage.

**What we will fund:**

* Reasonable staff costs to engage a contractor or reimburse staffing costs for existing employees delivering agreed activities.
* New ideas in line with funding requirements, or delivery of clearly identified outcomes that build upon and add value to existing work.
* Incentives and prizes for competitions where relevance to local context, value for money and equitable approach are demonstrated.
* Design, publication or production costs of materials, products and collateral where clear VicHealth branding is included.
* Reasonable advertising or media costs for activity promotions.
* Resources or products that can be owned/managed by the recipient and shared among project partners and the community to support ongoing improvements in drinking cultures.
* Reasonable and necessary costs of facilitation for events, such as healthy catering, facility hire and administrative costs.
* Evaluation costs including data collection and analysis.

**What we will not fund:**

* Drug and alcohol treatment services.
* Excessively expensive prizes, cash prizes or those where no justification or rationale for prize choice is provided.
* Duplication of existing projects, programs, initiatives or products. If you wish to leverage off an existing project, program, initiative or product you must identify the innovative element or point of difference/value add and ensure you are not infringing on copyright or intellectual property rights.
* Capital works or infrastructure improvements.
* Excessive event costs or unhealthy catering options