



Healthy & Sustainable Food Systems Move the Dial Investment

GRANT GUIDELINES

CONTENTS

1. ABOUT THE HEALTHY AND SUSTAINABLE FOOD SYSTEMS MOVE THE DIAL INVESTMENT	1
1.1 Healthy and Sustainable Food Systems Move the Dial	1
1.2 The HSFS MTD Funding Opportunity	1
1.3 Why is the HSFS MTD Funding Opportunity Needed?	2
1.4 VicHealth’s Objectives for HSFS MTD?	2
1.5 Principles of Delivery	2
2. ORGANISATIONAL ELIGIBILITY CRITERIA	3
2.1 Mandatory organisational eligibility criteria: Legal structure	3
2.2 Which organisations are eligible?	4
2.3 Auspice Applications	4
3. EXPECTATIONS AND CAPABILITIES OF GRANT RECIPIENTS	5
3.1 Expectations	5
3.1.1 Hub Establishment and Operations	5
3.1.2 Business Planning and Management	6
3.1.3 The Traineeship	6
3.1.4 Contract Governance, Management and Evaluation	7
3.2 Grant Recipient Capabilities	8
4. WHAT WILL AND WILL NOT BE FUNDED	8
4.1 What Will Be Funded	8
4.2 What Will Not Be Funded	11
5. HOW TO APPLY FOR FUNDING	12
5.1 Application Steps	12
5.2 Timelines	13
5.3 Application Questions	13
6. REQUIREMENTS OF SUCCESSFUL APPLICANTS	14
6.1 Funding Agreement	14
6.2 Child Safe practices	14
6.3 Victorian Child Safe Standards	14
6.4 Complying with the Child Wellbeing and Safety Act 2005 (Vic)	15
6.5 Indigenous Cultural Property	16
6.6 COVIDSafe	16
6.7 Insurance	17
6.8 Other regulatory requirement	17
6.9 Publicly acknowledge VicHealth funding	17
6.10 Provide permission for VicHealth to use and share project materials	17
7. TIMELINE	18
8. ASSESSMENT PROCESS AND ASSESSMENT CRITERIA	19
8.1 Assessment Process	19
8.2 Assessment Criteria	20
9. CONTACT AND ENQUIRIES	22
10. ATTACHMENT 1	23
10.1 What is a Food Hub?	23
11. ATTACHMENT 2	25
11.1 The Future Healthy Food Systems Traineeship	25

This document sets out the Guidelines for VicHealth's Healthy and Sustainable Food Systems Move the Dial Investment. It provides information about the investment, eligibility criteria, VicHealth's expectations of Grant Recipients, instructions on how to apply for funding and how applications will be assessed. The Guidelines are designed for use by prospective Applicants and should be read in conjunction with the Application Drafting Tool.

1. ABOUT THE HEALTHY AND SUSTAINABLE FOOD SYSTEMS MOVE THE DIAL INVESTMENT

1.1 Healthy and Sustainable Food Systems Move the Dial

The Healthy and Sustainable Food Systems (HSFS) domain is one of 3 key areas that VicHealth will be investing in as part of the Future Healthy strategy. The Move The Dial (MTD) investments are designed to dismantle the structural barriers that are preventing some children and young people across Victoria from leading happy and healthy lives.

1.2 The HSFS MTD Funding Opportunity

VicHealth is seeking to fund up to 10 'grassroots' organisations between \$150 000 and \$750,000 to deliver a project from July 2022 to June 2025 which aims to:

- Establish new Food Hubs, OR
- Expand the operations of existing Food Hubs

As part of this funding, Grant Recipients will be required to recruit, employ and support 4 young people aged 18 to 25 (two people per year for two years) to undertake a 12-month, paid Future Healthy Food Systems Traineeship ('the Traineeship'). The Traineeship will entail formal education provided by an accredited third party as well as employment by the Grant Recipient in the Food Hub that they manage and operate. For clarity, the grant funding would pay the salaries of Trainees employed under the Traineeship.

Ideal Applicants for funding will be organisations based locally to the proposed Food Hub that have:

- a deep connection to the local community
- a thorough understanding of the local food system
- experience in implementing food markets (or similar projects) or other initiatives that improve food availability and access.

Further information about both Food Hubs and the Traineeship program is provided in Attachments 1 and 2.

1.3 Why is the HSFS MTD Funding Opportunity Needed?

There are multiple and complex barriers that prevent children, young people and their families living in regional and outer metro areas of Melbourne, from accessing and enjoying healthy, environmentally sustainable, and culturally appropriate food.

These barriers include, but are not limited to:

- financial hardship and cost of healthy and environmentally sustainable food
- proximity to culturally appropriate and healthy food
- disconnection from local food system
- experiences of discrimination and exclusion.

1.4 VicHealth's Objectives for HSFS MTD?

In providing funding via HSFS MTD to support Food Hub operations and Trainees, VicHealth's objectives are to:

- increase access to locally sourced, healthy, culturally appropriate food for more Victorians, particularly those who experience greater barriers to accessing these types of food (including First Nations and multicultural communities)
- increase opportunities for young people, with diverse lived experience, to engage in the food system, advocate for better local food systems and find meaningful employment in the sector
- support local food producers and enterprises, particularly First Nations and multicultural-owned businesses
- increase opportunities for communities to celebrate and showcase their own food cultures, passing them onto future generations and for communities to learn about each other's food cultures.

1.5 Principles of Delivery

To support the delivery of VicHealth's objectives for HSFS MTD, VicHealth expects that Food Hubs will be driven by the following principles:

- 'By the community, for the community', that is, established and operated based on specific, well understood needs and wants of local communities in the context of the local food system
- A strong emphasis on accessibility and affordability, including ensuring fair prices for vendors while maintaining affordability for consumers
- A priority on local producers and the local food system, ensuring that Food Hubs support and supplement (rather than, for example, compete with) the local food system
- A focus on the Target Communities, that is, members of the Target Communities actively participate in the Food Hubs at all levels (e.g. as customers, producers, vendors, managers, etc.) and their needs drive the 'look and feel', produce, programming and operation of Food Hubs

- Sustainability and viability noting VicHealth’s aspiration that the Grants support the establishment of new, or the expansion of existing, Food Hubs that are structured, managed and operated in a way that enables them to be sustainable, viable entities following the completion of VicHealth’s funding

2. ORGANISATIONAL ELIGIBILITY CRITERIA

To be eligible to receive funding to establish/expand and operate a Food Hub, Grant Recipients need to meet the Eligibility Criteria set out below.

2.1 Mandatory organisational eligibility criteria: Legal structure

The table below outlines the MANDATORY organisational eligibility requirements. Your organisation **must** hold one of the 3 legal structures and meet the requirements detailed in the table below.

Please note that one organisation can only apply to implement one food hub, unless organisations are using an Auspice arrangement, in which case please see [section 2.3](#).

Organisation must hold one of the following legal structures:	Requirements
Company Limited by Guarantee	<ul style="list-style-type: none"> - ABN - Registration with ASIC, Australian Company Number shows that the organisation is Limited by Guarantee
Incorporated Association	<ul style="list-style-type: none"> - ABN - Active registration number with Consumer Affairs Victoria or Incorporated by Victorian legislation
Indigenous Corporations	<ul style="list-style-type: none"> - ABN - Incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)

Note: VicHealth is not able to provide advice on the legal structure of your organisation and whether the structure makes your organisation eligible for funding. The onus is on the applicant to ensure that they meet the organisational eligibility criteria.

2.2 Which organisations are eligible?

As stated above, this grant round is designed for community and grassroots food organisations.

The below organisation types are eligible for funding, provided they hold a legal structure which meets the above requirements.

Eligible organisation examples:

- Aboriginal-led organisations
- Auspice organisation
- Charitable or Not-For-Profit organisation
- Social Enterprise

Note: Previous applicants and funding recipients can apply for this opportunity.

The following organisation examples are not eligible for funding:

- Commercial Organisation/For-Profit Organisation
- Individual, Sole Trader
- Statutory Authority
- Trusts
- Victorian Government Entity (e.g. Health Services, Schools)
- Victorian Local Government Entity
*Councils are encouraged to consider opportunities available through VicHealth's [Local Government Partnership](#)

For **ineligible** organisations with project ideas that meet The Move the Dial project eligibility criteria, VicHealth encourages and will accept **auspice applications**.

2.3 Auspice Applications

Ineligible applicants may apply for funding through an auspice arrangement. An auspice arrangement involves partnership with an eligible organisation (Auspice). The Auspice takes legal and financial responsibility for the funding, receiving and distributing the funding, while funded project activities can be delivered by the otherwise ineligible partner (Project Delivery Organisation). Written confirmation of the arrangement between the Auspice and Project Delivery Organisation must be attached to the application.

If multiple applications are received from the same Auspice organisation, they will be assessed separately. This funding opportunity intends to identify varying models of hubs, hence, if an Auspice has multiple applications that describe similar hub models, this will be assessed on a case-by-case basis.

3. EXPECTATIONS AND CAPABILITIES OF GRANT RECIPIENTS

3.1 Expectations

To deliver on VicHealth’s objectives, Grant Recipients will be expected to deliver on the requirements set out in this section. These requirements, including responsibilities and key deliverables, are set out under the following subheadings:

- Hub Establishment and Operations, being responsibilities in relation to selecting site(s), establishing and operating the Hub
- Business Planning and Management, being responsibilities in relation to business and financial management and planning (including sustainability planning) of the Food Hub
- The Traineeship, being responsibilities in relation to recruiting, employing, managing and supporting Trainees
- Contract Governance, Management and Evaluation, being responsibilities in relation to financial acquittals, contract governance, reporting and supporting/ facilitating program evaluation

These responsibilities should be taken into account in the development of Grant Applications (which will be completed in accordance with [section 5](#)).

3.1.1 Hub Establishment and Operations

Grant Recipient Responsibilities

- Confirm and/or validate community need for the Food Hubs and/ or expanded operations (e.g. including location, types of produce, potential collaborators, programming, etc.)
- Source suitable location(s)
- Engage and manage vendors, food producers, collaborators, partners, etc. (as required)
- Operate the Food Hub in a way that aligns with VicHealth’s definition of a Food Hub and guiding principles (refer to attachment 1), including:
 - ▶ Increasing access to, and availability of, nutritious, fresh, affordable and culturally appropriate food to a local community
 - ▶ Supporting local food enterprises and producers
 - ▶ Providing opportunities for communities to showcase their own food cultures and learn about other food cultures (e.g. by way of programming and other activities such as cooking classes, community gardens, food workshops, etc.)
- Plan and execute local promotion of financially sustainable Food Hubs
- Deliver on all operational requirements of Food Hubs in line with all legislative and regulatory requirements

Key Deliverables

- Regular operational performance reporting (e.g. brief dashboards or status updates) submitted to VicHealth, designed to surface issues and identify risks
- A suite of necessary operational policies and procedures to effectively and safely operate the Food Hub, including COVID safety plan

3.1.2 Business Planning and Management

Grant Recipient Responsibilities

- Establish and maintain fit-for-purpose business/legal structures and governance
- Develop and maintain a business plan including financial reports and forecasting
- Ensure good practice management of all business and financial elements of Food Hubs, including financial management and reporting, and ensuring compliance with legislative and regulatory requirements
- Actively plan and develop strategies for financial sustainability of Food Hubs following the completion of the Funding Term, including any expanded operations supported by VicHealth funding
- Engage with VicHealth's Youth Engagement and Training Provider and Business Management Training Provider (see [section 6](#) for further detail), including participation in formal training sessions and one-on-one support/ mentoring

Key Deliverables

- Maintenance of a Business Plan (based on information initially submitted as part of the Grant Application and updated/maintained throughout the Funding Term)
- Participate in business training/mentoring
- Acquittal reports (see [section 3](#))

3.1.3 The Traineeship

Grant Recipient Responsibilities

- Undertake a process to identify and nominate 2 young people to participate in the Traineeship program in each of years 2 and 3 of the Funding Term (i.e. a total of 4 Trainees per Grant Recipient over the Contract Term)
- Employ each successful candidate for a 12-month period
- Establish and maintain a safe, stimulating, and professional learning environment for Trainees to work in
- Support and manage Trainees throughout their tenure

Key Deliverables

- Total of 4 Trainees (per Grant Recipient) recruited and supported through the Traineeship program

3.1.4 Contract Governance, Management and Evaluation

Grant Recipient Responsibilities

- Participate in a capacity building program ('community of practice') to collaborate, support the scaling of ideas, share insights and input into shared learnings between Grant Recipients. It is anticipated that the capacity building program will include a series of online and/ or face-to-face meetings throughout the Funding Term, which may require preparatory work to maximise the effectiveness and efficiency of each meeting (such as the completion of a survey or development of a project presentation to be delivered at the meeting). The program will include the support of the Youth Engagement and Training Provider and the Business Management Training Provider (see [section 6](#) for further detail). While the exact program is to be determined, youth engagement training may include approximately 2 full days and 6 half days over 2023–2024, plus one-on-one support. The business support training may include approximately monthly half-day training sessions for the first 6 months, followed by quarterly one-on-one support (~1.5-hours).
- Complete regular performance reporting (see Key Deliverables below)
- Attend bi-monthly 'check-in' meetings with VicHealth
- Support VicHealth's evaluation requirements, which may include participating in interviews with the evaluator, obtaining basic contact information from participants (e.g mobile numbers) and distributing surveys
- Provide VicHealth complete records of how funding is spent by submitting acquittal reports

Key Deliverables

- Annual Acquittal Reports (including an audited Acquittal Report upon the completion of the Funding Term), submitted in accordance with a template to be provided by VicHealth
- 6-monthly and 12-monthly Contract 'Progress Reports' (including a 'Final Report'), submitted in accordance with templates to be provided by VicHealth

Reporting schedule

Requirement	Date (all TBC)
Operational performance reporting (e.g. brief dashboards or status updates)	Monthly throughout the funding period
'Check-in' meetings with VicHealth	Bi-monthly
Progress reports	6-monthly and 12-monthly
Final report	On completion of the project
Financial acquittals	Annual financial acquittals Audited financial acquittal on completion of the project

3.2 Grant Recipient Capabilities

In order to effectively deliver on its requirements, VicHealth expects that Grant Recipients will possess (at a minimum) the following capabilities, competencies and attributes:

- Expertise in food systems
- Relevant existing assets and attributes such as connections or relationships with relevant community groups, business infrastructure and knowledge of food systems
- A strong understanding of, and connection to, their local community
- Robust governance and an appropriate legal structure (see [section 2](#))
- Stakeholder engagement and relationship management skills, in particular an ability to work with local growers, producers and vendors
- Business and financial acumen, including business management and marketing competencies
- A strong understanding of legislation, regulation and requirements (Local, State and Federal) as they relate to food safety, including policies and procedures to support and maintain compliance
- Experience working with and/ or engaging young people in food systems (desirable but not essential)

4. WHAT WILL AND WILL NOT BE FUNDED

4.1 What Will Be Funded

Applicants will be required to itemise their budget in their application using the budget template provided in the Application Form (refer to [section 5](#) for more details).

By way of guidance to Applicants, while funding is available to support a range of essential goods and services directly relating to HSFS MTD, VicHealth is prioritising funding towards 3 main features of a Food Hub, as follows (in no particular order):

- Community Programming, being costs associated with supporting the Food Hub to meet its overall goals and purpose in being responsive to community needs and maintaining community engagement, for example, (but not limited to) costs associated with developing engaging programming for the local community (such as running cooking classes, establishing community gardens, etc.)
- Wages, being the salaries of Trainees and Food Hub Coordinators as follows:
 - ▶ \$50,000 per Trainee (for 2 Trainees in each of years 2 and 3 per Food Hub, a total of \$200,000). If there are other subsidies available through Jobs Victoria Fund to employ the trainees, VicHealth will cover any remaining costs
 - ▶ Approximately \$68,000 per year for Food Hub coordination (equivalent to 1 FTE), of which one day per week (0.2 FTE) should be dedicated towards supporting the Trainees

- Partnerships and Capacity Building, being costs associated with building capacity and partnerships with Food Hub stakeholders (including farmers, producers and suppliers) to help facilitate the local community being able to access affordable, culturally appropriate, and environmentally sustainable foods

A full list of items that will be funded is included in the table below.

Category	Notes and Examples
VicHealth Priority Funding Items	
Community Programming	Costs associated with running cooking classes, running food education workshops, establishing community gardens, etc.
Wages for Trainees (fixed amount)	\$50,000 per Trainee 2 Trainees per Food Hub in each year.
Food Hub Coordinator (No more than \$68,000 per year)	Up to 1 FTE at approximately \$68,000 per year (NB: 0.2 FTE should be dedicated towards supporting the Trainees) Responsibilities of this role could include managing Food Hub and associated logistics, building and coordinating relationships with producers and suppliers, managing and motivating volunteers, community engagements, creating a welcoming and thriving community, marketing the hub to the wider community etc.
Partnerships and Capacity Building	Costs associated with building capacity and partnerships with Food Hub stakeholders (including farmers, producers and suppliers). This would not include food relief or subsidising prices of food for sale at the Food Hub.

Category	Notes and Examples
Other Items That are Eligible for Funding	
Community consultation/co-design	<p>Payments to community members involved in any consultation/co-design sessions.</p> <p>This would not include payment of third parties to manage or facilitate a consultation or co-design process (which can be facilitated via VicHealth's existing agreements with Co-design Providers.)</p>
Hub delivery costs including equipment, materials, expenses or other items (no more than 10% of total project funding value)	<p>This could include fridges, freezers, and other items needed in order to deliver on the Food Hub's desired operations and outcomes.</p> <p>Acceptable items include packaging, portable kitchen equipment such as a BBQ, induction cooker, pots, pans, PPE, cleaning equipment, etc.</p>
Consumer focused marketing and advertising (no more than \$20,000 of the total project funding value)	<p>This could include collateral design, development or printing costs or engagement of third party expertise (e.g. to develop marketing plans). It is noted that it would be ideal if the Food Hub Coordinator has skills in marketing and advertising.</p>
Minor capital works, infrastructure (including IT infrastructure), building works or assets (no more than 10% of the total project funding value)	<p>Purchase must directly facilitate the outcomes of the idea/project/activity. Review FAQs on the VicHealth website for more information</p> <p>This could include, for example, cool room purchase and installation, portable storage etc.</p> <p>This would not include capital works of a more permanent nature such as the build of a commercial kitchen.</p>
Financial expenses related to audited financial acquittal	<p>Costs incurred undertaking audited financial acquittal in accordance with VicHealth funding requirements.</p> <p>(Requirements are annual certified financial acquittals each year and one audited financial acquittal upon project completion)</p>
Other eligible expenditure will be accepted or rejected on a per case basis	<p>Other eligible expenditure must:</p> <p>Contribute to building the capacity of Trainees employed in the Food Hub e.g. costs associated with networking opportunities for young people</p> <p>Contribute to achieving the objectives of the Food Hub</p>

Release of funding

It is anticipated that funding will be released over 2 financial years (FY 2022–23 and FY 2023–24) in line with the below breakdown*.

Funding amount (% of total funding requested)	Timeline
30%	July–August 2022
20%	April–May 2023
30%	July–Aug 2023
20%	May–June 2024

* **Note:** Timings may be subject to change

4.2 What Will Not Be Funded

The table below details the type of goods and services that are not eligible to be funded.

Funding is <u>not available</u> for the following
Purchase of real estate or vehicles (including vehicle hire)
Equipment and materials not directly related to implementation of the idea
Reimbursement for expenses already incurred, or funded by another source
One-off events, fundraising or activities <i>Note: events that support the delivery of the Food Hub are permitted, however events delivered in isolation and without connection to Food Hub activities are not eligible for funding)</i>
Tertiary level education qualifications, e.g. enrolment costs of a diploma or degree at the tertiary level
Fees associated with permits for planning or annual certification and business registrations
Public liability and other insurances
Costs associated with applying for government grants and funding programs
Purchase of food for food relief, or any other food relief related expenses

Funding is not available for the following

Ongoing operating expenses or other 'business as usual' expenses including:

- Outgoings (including council rates, utility costs, etc.)
- General operational wage-related costs, e.g. admin support
- Online costs – such as internet connectivity, website domain names and hosting, e-commerce platforms etc.
- Accounting or legal advice (with the exception of expenses related to audited financial acquittals)

5. HOW TO APPLY FOR FUNDING

5.1 Application Steps

1. Visit the VicHealth website:
 - Read supporting information
 - Download the [Healthy & Sustainable Food Systems Move the Dial Application Drafting Tool](#) from the VicHealth website to review application questions, draft your application and collaborate on it with colleagues
 - Download the [Budget Template](#) and [Implementation Plan Template](#)
2. Submit your application online via the VicHealth Stakeholder Portal, which can be accessed from the VicHealth website.
 - A completed Budget must be uploaded with all applications (excel files only)
 - A completed Implementation Plan must be uploaded with all applications (word or PDF files only)
 - If applying under an Auspice arrangement, please review the Move The Dial [Application Drafting Tool](#), available from the VicHealth website, for specific instructions on how to enter information on your auspice arrangement
 - See the VicHealth website for Stakeholder Portal support, including FAQs, how to guides, and log-in/IT assistance

Note for all applicants: a declaration of any current, planned or past 12-month relationships with food, sugary drink, alcohol or gambling industries is required by VicHealth. This declaration does not affect your eligibility to apply, but declarations will be assessed by VicHealth for potential risk. Review [VicHealth's Harmful Industry Relationship Funding and Procurement Policy](#) or view this [video](#) for more information on the types of relationships that need to be declared.

5.2 Timelines

Milestone	Date
Application open	Wednesday 6 April 2022
Online Q&A	1.00pm–2.00pm Wednesday 13 April
Applications close	2.00pm Monday May 16 2022
Funding notification	Mid-Late July
Funded activity	August 2022–June 2025

5.3 Application Questions

The application questions are based on the project and organisation eligibility criteria and assessment criteria.

All questions are outlined in the Healthy & Sustainable Food Systems Move the Dial [Application Drafting Tool](#). Applicants should download the drafting tool to review all the application questions.

There are tips for applicants provided through the Drafting Tool, applicants are encouraged to read and consider the tips as they prepare the application

5.4 Presentation to Assessment Panel

Applicants who are successful in the first round of shortlisting may be asked to prepare a brief presentation to deliver to the assessment panel, virtually or in-person. Applicants will be provided with sufficient notice to prepare and deliver this ask, should it be required.

6. REQUIREMENTS OF SUCCESSFUL APPLICANTS

6.1 Funding Agreement

All successful applicants, including Auspice organisations if applicable, will be required to enter into a funding agreement with VicHealth.

Requests for changes to the funding terms and conditions will not be accepted by VicHealth.

6.2 Child Safe practices

VicHealth is committed to supporting the health, safety and wellbeing of kids and young people through both our own work and the work of our partners. Projects funded through this opportunity that provide services to children (under 18)* must:

- a. Comply with the new Victorian Child Safe Standards; and
- b. Ensure all employees and persons engaged for the project comply with the Child Wellbeing and Safety Act 2005 (Vic); and
- c. Obtain or maintain for the duration of the project, insurance that provides indemnity for liability for Child Abuse.

More information on VicHealth's commitment to the wellbeing and safety of children and young people can be found [here](#).

6.3 Victorian Child Safe Standards

All organisations in Victoria that provide services or facilities for children are required to comply with Child Safe Standards, to ensure that the safety of children is promoted, child abuse is prevented, and allegations of child abuse are properly responded to.

The [Child Safe Standards](#) are minimum compulsory standards for all organisations that interact with children and young people. The Standards aim to prevent abuse through a focus on cultural change and help to protect children from the risks of abuse.

On 1 July 2021 the Victorian Government announced new Child Safe Standards to more closely align with the [National Child Safe Principles](#).

These [New Standards](#) come into effect on 1 July 2022.

Contact the [Commission for Children and Young People](#) for more information and to view the new Standards, or send them an [email](#).

6.4 Complying with the Child Wellbeing and Safety Act 2005 (Vic)

Applications that include services delivered to children will require funded organisations to:

- ensure all employees and persons engaged for the project comply with Child Wellbeing and Safety Act 2005 (Vic) and the Worker Screening Act 2020 (Vic)
- obtain copies of valid Working with Children Check (WWCC) for all employees and persons engaged for the project, that work directly with unsupervised children
- obtain or maintain for the duration of the project, insurance that provides indemnity for liability for Child Abuse
- implement or have Child Safe standards and practices for relevant staff within the organisation.

Definition of Services to Children

VicHealth's definition for 'Services to children' means services provided by a non-government entity that is responsible for:

1. The supervision of, or
2. Authority over, a child or young person under 18 years old.

This includes the provision of care, education, services or activities for children. This definition would include the activities of organisations facilitating regular sports training, band or theatre rehearsals, homework clubs, mentoring etc. where a parent, guardian, caregiver, or teacher is not in attendance.

It does not include one-off activities, nor incidental or ad hoc contact with children.

'Services to children' does not apply to funded activities where:

- Children are supervised. A parent, guardian, or caregiver (or other person with an existing duty of care to the child – e.g. teacher) retains direct supervision or authority
- Over a child throughout the duration of the services
- Ad hoc or incidental contact. Where the services may involve the possibility of ad hoc or incidental contact only (e.g. purchasing of equipment or maintenance services for a sports or cultural facility that could be used by children)
- One-off activities provided on non-recurrent funding. Short-term event-based activities where unsupervised children may or may not be in attendance but are not under the control of the funded organisation (e.g. one-day come and try events, audiences at a concert).

6.5 Indigenous Cultural Property

This funding opportunity may support organisations focusing on Indigenous food systems. VicHealth acknowledges that Indigenous Cultural and Intellectual Property belongs to Traditional custodians.

Successful applicants should be aware of their contractual obligations around Indigenous Cultural and Intellectual Property as outlined below.

Indigenous Cultural and Intellectual Property

- a. You warrant to Us that You are entitled to use and deal with any Indigenous Cultural and Intellectual Property (ICIP) which may be used in connection with the Project Work Plan
- b. Any licence of Intellectual Property to Us under this Grant Agreement will include ICIP only to the extent that permission from all relevant ICIP owners of the ICIP for Us to use such ICIP in connection with the Project Work Plan (such permission to be secured by you as necessary)
- c. To avoid doubt, ownership of ICIP will be retained by the relevant ICIP owner for the Purposes of this special condition.

Indigenous Cultural and Intellectual Property (ICIP), means specialised knowledge that Traditional Owners have acquired and passed down through generations, which includes but is not limited to:

- a. Traditional cultural expression such as artwork, music, dances, ceremony, stories and languages;
- b. Traditional knowledge including ecological knowledge of biodiversity, medicinal knowledge, environmental management knowledge and cultural and spiritual knowledge and practices;
- c. Tangible cultural property including sacred sites and burial grounds;
- d. Intangible cultural property such as stories passed on orally; and
- e. Documentation of Traditional Owner heritage in all forms of media including reports, films, sound recordings and photographs of Aboriginal and Torres Strait Islander peoples.

Traditional Owners refers to those Aboriginal and Torres Strait people who have, in accordance with their tradition, a social, ancestral, economic and/or spiritual affiliation with, and responsibilities for, all or any part of the lands or waters.

6.6 COVIDSafe

All funded projects must ensure all project activities are delivered using COVIDSafe methods and if any COVID-19 related risks or exposure sites arise, VicHealth must be advised immediately.

6.7 Insurance

All successful applicants will be required to maintain and hold all necessary and adequate insurance cover for the purpose of the project, and agree to provide insurance certificates if requested by VicHealth including:

- Certificate of Currency for public liability insurance of at least \$2,000,000
- Certificate of Currency for Workers Compensation (WorkCover) or letter from WorkSafe providing an exemption
- Other insurance as directed by VicHealth

If insurance is not currently held, commit to purchasing all necessary insurances before commencing the project.

6.8 Other regulatory requirement

All successful applicants will be required to abide by all laws outlined within the contract. By submitting your application, you agree that you hold (or will hold before receiving funding), and will be compliant with, a COVID safe plan, OH&S, and food safety laws and regulations. The need to comply with all applicable laws for your project will be outlined in the funding agreement.

6.9 Publicly acknowledge VicHealth funding

Successful applicants will be required to meet the following VicHealth branding requirements:

- Future Healthy branded signage (to be provided by VicHealth) to be displayed at all relevant funded spaces/locations.
- VicHealth and Future Healthy logo lock up to be used on all promotional materials.

6.10 Provide permission for VicHealth to use and share project materials

Successful applicants will give permission to VicHealth to share images, video, audio or project materials in VicHealth reporting, social media or other promotional activities. The successful applicant must ensure that any person featured prominently in an image, video or audio has signed a consent form which acknowledges and agrees to permissions of use for VicHealth. This clause will be provided in the successful applicant's funding agreement.

7. TIMELINE

Application open	Wednesday 6 April 2022
Online briefing	1.00pm – 2.00pm Wednesday 13th April
Applications close	2.00pm Monday May 16 2022
Funding notification	Mid-Late July

Funded activity August 2022– June 2025	
Project design phase June 2022–December 2022	
Project implementation Jan 2023–June 2025	
Operational performance reporting (e.g. brief dashboards or status updates)	Monthly throughout the funding period
'Check-in' meetings with VicHealth	Bi-monthly
Payment 1 – 30% of total funding	July–August 2022
Progress report 1 (6-monthly)	December 2022
Commencement of traineeships	Jan 2023
Payment 2 – 20% of total funding	April–May 2023
Progress report 2 (6-monthly)	June 2023
Annual financial acquittal	June 2023
Payment 3 – 30% of total funding	July–Aug 2023
Progress report 3 (6-monthly)	December 2023
Payment 4 – 20% of total funding	May–June 2024
Progress report 4 (6-monthly)	June 2024
Annual financial acquittal	June 2024
Progress report 5 (6-monthly)	December 2024
Final report	June 2025
Audited financial acquittal (for entire funding amount)	June 2025

8. ASSESSMENT PROCESS AND ASSESSMENT CRITERIA

8.1 Assessment Process

The assessment process has 2 parts:

1. Eligibility assessment
2. Assessment against assessment criteria

All funding applications will first be assessed against both the 'organisational eligibility' and 'project eligibility criteria' requirements. If an application does not meet all requirements, it will not be assessed against the assessment criteria.

A team comprising VicHealth staff and external assessors, will score and shortlist applications based on how they meet the assessment criteria. An Advisory Panel will consider the shortlisted applications and make recommendations for funding to the VicHealth CEO. Funding recommendations made by the Advisory Panel will be subject to VicHealth CEO approval.

Funding will be awarded based on a combination of factors including application merit, community need and distribution of funds across Victorian population groups (including Target Communities) and geographic areas.

Generalised feedback will be provided on notification to unsuccessful applicants; however, VicHealth is unable to provide individualised feedback.

8.2 Assessment Criteria

Grant Applications will be assessed against the following Criteria.

Criteria	Weighting
<p>(1) The Applicant (including any subcontractors or designated partners) has the necessary skills, capabilities, expertise, experience and capacity to deliver on the requirement</p> <p>The application demonstrates that the organisation(s) applying for the Grant and/or the key personnel involved have:</p> <ul style="list-style-type: none"> • Knowledge of local food systems • A demonstrated understanding of/connection to the local community (e.g. established networks and partnerships with relevant organisations in the local community) • The operational and financial capacity to deliver on the requirement • Demonstrated expertise in community-led approaches to delivering food or food systems-related products, services or solutions • Demonstrated expertise/capabilities undertaking safe and responsive youth-led work and co-design with communities that face structural injustices • Relevant qualifications, expertise and experience of key personnel who will be involved in establishing, managing and operating the Food Hub • Demonstrated business/financial acumen 	<p>30%</p>

Criteria	Weighting
<p>(2) The Food Hub has a robust and sustainable Business Plan</p> <p>The Application demonstrates:</p> <ul style="list-style-type: none"> • A specific market need in the context of the local food system, including: <ul style="list-style-type: none"> ▶ Existing challenges with access to, and availability of, nutritious, fresh, affordable food to a local community ▶ Any other programming needs identified, such as needs for food education, cooking classes, a community garden, etc • A clear logic as to how the proposed Food Hub solution meets the need(s) identified • The benefits that the Food Hub will deliver the local community (above and beyond the 'current state') • Evidence that the proposed Food Hub solution has been developed in response to community needs or sentiment, and evidence of community support for the solution • A high-level marketing plan indicating how the Applicant will promote the Food Hub, including both customer marketing and 'trade marketing' (i.e. marketing to prospective producers/ vendors) • An understanding of the human resources, assets, partnerships and relationships required to deliver the Food Hub (including evidence of the support of prospective partners) • The financial viability of the Food Hub, including robust budget projections (both capital and operational) and evidence of potential Food Hub sustainability post-Grant funding • That due consideration has been given to COVID-safety and maintaining continuity of operations in the event of future restrictions 	<p>30%</p>
<p>(3) The Applicant has a robust plan for implementing the Food Hub</p> <p>The Application demonstrates:</p> <ul style="list-style-type: none"> • A realistic, feasible and timely plan for implementation identifying key stages or milestones 	<p>15%</p>

Criteria	Weighting
<p>(4) The Applicant has the capability to deliver on VicHealth's Traineeship requirements</p> <p>The Application demonstrates:</p> <ul style="list-style-type: none"> • A suitable plan for how the Trainees will be recruited • That the Applicant has in place (or will implement) appropriate systems, policies, processes and culture to ensure that Trainees are provided with a safe, stimulating and professional learning environment in which to work 	25%

9. CONTACT AND ENQUIRIES

Please review the VicHealth website for up-to-date information about this [funding opportunity](#).

To speak with someone at VicHealth, you can submit a question via the VicHealth Stakeholder Portal, or you can get in touch via email at healthyfoodsystems@vichealth.vic.gov.au. Please note our business hours are 9 am to 5 pm Monday to Friday (excluding public holidays).

Note: Due to the volume of enquiries, and in fairness to all applicants, we cannot provide feedback on individual ideas or provide advice. If your organisation is eligible to apply, and you think your idea meets the intention of this funding – please submit!



If you require translation in other languages, you can let us know by:

- Calling TIS National on **131 450** and asking them to call VicHealth on **(03) 9667 1333**. This is a free service
- Calling us using your preferred interpreter on **(03) 9667 1333**
- Emailing us at healthyfoodsystems@vichealth.vic.gov.au

Help for people with hearing or speech difficulties

Contact VicHealth through the National Relay Service (NRS). For more information, visit the NRS website (communications.gov.au/accesshub/nrs) to choose your preferred access point or call the NRS Helpdesk on 1800 555 660. This is a free service.

10. ATTACHMENT 1

10.1 What is a Food Hub?

First and foremost, a Food Hub is a community-led, physical space where food is sold to the community. The primary purpose of Food Hubs is to increase access to, and availability of, nutritious, fresh, affordable and culturally appropriate food to a local community. The specific nature of Food Hubs will vary depending on the needs of the local communities that they serve. The following table provides examples of what Food Hubs **could** entail in terms of their purpose, operations and structure.

Element	Attributes of Food Hubs
Primary Purpose	<p>To increase access to, and availability of, nutritious, fresh, affordable food to a local community.</p> <p>In doing so, supporting local (and potentially other) food enterprises and producers.</p>
Mandatory Activities	A fresh food market for the local community
Other Potential 'Secondary' Activities, Services, Facilities and Offerings	<p>Depending on community needs, wants and expectations, Food Hubs may also feature:</p> <ul style="list-style-type: none"> • Food education • Food culture workshops • Cooking classes • Community gardens • Healthy eating programs
Focus on Target Communities	<p>While not limiting the scope of Food Hubs, it is expected that Food Hubs will focus on meeting the needs of:</p> <ul style="list-style-type: none"> • Young people, aged 0 to 25 and their families including through the provision of affordable, accessible food and relevant programs, activities, services and environment sought by young people • First Nations and/ or multicultural communities, including through the provision of culturally appropriate food and through support of, for example, First Nations and/ or multicultural owned enterprises (e.g. producers and vendors)
Potential Food Hub Locations	Food Hubs will be located in regional and rural Victoria and outer-metropolitan Melbourne (Wyndham, Melton, Hume, Whittlesea, Cardinia Shire, Casey, Mitchell).

Element	Attributes of Food Hubs
Sites	<p>Food Hubs will operate at sites that are easily accessible to their local communities (including producers, customers and vendors).</p> <p>The nature of these sites may vary but could include, for example:</p> <ul style="list-style-type: none"> • Single sites or multiple sites within a local area • A permanent site or 'pop-up' sites <p>Similarly, the physical nature and layout of sites will vary but could include, for example (but not necessarily limited to):</p> <ul style="list-style-type: none"> • Single or multi-use buildings or structures • Shop fronts • Parks • Outdoor public spaces
Operating Times	<p>Food Hubs will operate at times that are appropriate and accessible to their local communities, for example:</p> <ul style="list-style-type: none"> • On a daily, weekly or fortnightly basis • During hours appropriate for local community members
Legal Structure and Governance	<p>Food Hubs will be operated by not-for-profit and/ or 'for purpose' social enterprises.</p> <p>The legal structure and governance of Food Hub organisations could take a variety of forms (e.g. Company Limited by Guarantee, Cooperative, Social Enterprise, Incorporated Association, etc).</p> <p>See eligible applicants for further information.</p>

11. ATTACHMENT 2

11.1 The Future Healthy Food Systems Traineeship

The Traineeship program is designed to address VicHealth’s second objective set out at [section 1](#), “to increase opportunities for young people, with diverse lived experience, to engage in the food system, advocate for better local food systems and find meaningful employment in the sector.”

Under the Investment, each Grant Recipient will identify and nominate 2 young people each year over 2 years (i.e. a total of 4 Trainees per Grant Recipient) to undertake Traineeships. The Traineeship will entail formal education provided by an accredited third party, as well as employment by the Grant Recipient in the relevant Food Hub. In addition, Trainees will be provided with formal opportunities to network with one another, advocate collectively and educate other young people in local food systems.

Successful candidates for the Traineeship program will be people aged 18 to 25 who have an interest and passion in making positive change in the community, specifically related to food systems. It is not envisaged that there will be specific educational requirements or pre-requisites for Traineeship candidates.

It is hoped that the Traineeship will support selected young people to become advocates in their local area in transforming their food system by providing them with resources and expertise to influence, advocate, communicate and mobilise their community to create healthier food systems.