

VicHealth Local Government Partnership application guidelines

What's on offer?

VicHealth will establish three-year partnerships with local governments to address local factors that directly affect the daily lives of children and young people and their opportunities for health and wellbeing.

By applying to partner with VicHealth, local governments will receive enhanced support to develop and deliver action on children's and young people's health and wellbeing through the Municipal Public Health and Wellbeing Plan 2021–25.

The partnership includes funding of up to \$40,000 per year (2020–2023) for project staff. VicHealth will also offer a comprehensive package of additional dedicated support, resources and capacity building through these partnerships.

What is the focus of this program?

VicHealth's Local Government Partnerships will help set our kids up for their best possible future – by creating communities where children grow up active, connected and healthy.

VicHealth will partner with up to 10 local governments, providing funding and support to improve children and young people's health and wellbeing through development and delivery of Municipal Public Health and Wellbeing Plans 2021–25.

These Local Government Partnerships will:

- provide funding and resources over three years (2020–2023), with the opportunity for extension through to 2025
- offer an intensive support package from Deakin University to engage local leaders, identify community priorities for action and build a children's health measurement system
- support locally identified priorities relating to children and young people's healthy eating, physical activity and mental wellbeing
- increase the health promotion capacity and workforce in communities
- plan and implement programs, policies and resources
- support people who are doing it tough, by prioritising areas with the highest rates of socioeconomic disadvantage in Victoria

What will local government partners contribute?

We want to partner with local governments committed to creating change with and for children and young people in their community.

As partners, local governments will be expected to:

- state a commitment to include children and young people in the delivery of their Municipal Public Health and Wellbeing Plan 2021–25
- align some existing staff, financial and program resources to contribute to the program goals
- deliver core health promotion modules to improve children and young people's healthy eating, physical activity and mental wellbeing outcomes

The scope of these requirements will be agreed by you and VicHealth and tailored to meet the capacity of your organisation.

Information about the rationale and focus for these partnerships will be available via the [VicHealth Local Government Partnerships webpage](#).

Who can apply?

Local governments with high levels of socio-economic disadvantage¹ are eligible to apply.

Organisations must be registered as a Victorian Local Government Entity with an active Australian Business Number (ABN).

Please see VicHealth's [Information for all applicants](#) for more general eligibility conditions.

Important dates

Activity	Date
Applications open	9am Wednesday 28 October 2020
Applications close	12pm Monday 23 November 2020
Applications under assessment	24 November to 8 December 2020
Funding notifications	All applicants notified of outcome by 18 December 2020
Delivery of funded ideas	From January 2021

Funding available in this partnership is for **project staffing**. Other goods and services directly relating to this project may also be identified in your program budget, in agreement with VicHealth. Further opportunities to access additional funding and/or extend the partnership through to October 2025 may also be agreed through the course of the partnership.

Your application

VicHealth has kept the application form as brief as possible, however we recommend you review it carefully and prepare the required information:

- Organisation details, including ABN
- Contact details for the application (day-to-day contact) and authorised contact (head of the organisation)
- Project title and brief project summary (150 words or less)
- Description of the health and wellbeing of children and young people in your municipality (150 words or less)
- Explanation of existing work to improve the health of children and young people in your community, and how this partnership with VicHealth will support that work (250 words or less)
- Description of how you would involve children and young people's voices in your Municipal Public Health and Wellbeing Plan 2021–25 through this partnership (200 words or less)
- Examples of changes you would like to see as a result of participating in this partnership, and how you would measure progress towards these aims (200 words or less)
- Outline the additional staff or program resources your organisation will align to achieving the goals of this partnership
- Declaration of any current, planned or past 12-month relationships with food, sugary drink, alcohol or gambling industries (now required for all VicHealth funding over \$35,000). This 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](#) for more information on the types of relationships that need to be declared.

Applying for a partnership

1. Read these guidelines and web information thoroughly and gather the information you will require for your application.
2. Register and log in to the new [VicHealth Stakeholder Portal](#) from 9:00am on 28 October. Click *My Opportunities* and select the application form: *VicHealth Local Government Partnerships*. Click the arrow and 'Apply Now'.
3. Fill out the online application form. If you are unable to complete the form in one session, you may click *Save & resume* later to pause. When it suits you, log back into the Portal, navigate to *My Applications*, *Draft applications*, click the arrow and select 'edit' to resume your application.
4. Submit your completed application form no later than 12noon Monday 23 November 2020. You will receive an email to confirm your application has been received. Once submitted, your application cannot be changed.

Assessment and funding conditions

A team of VicHealth staff and external assessors will perform an initial assessment and shortlist applications based on how they meet the program aims and assessment criteria.

To be eligible for assessment, the local government applying must have an Index of Relative Social Disadvantage between 1 and 5. Additionally, the primary focus of the partnership must directly align with VicHealth's goal to develop and deliver action on children's and young people's health and wellbeing through the Municipal Public Health and Wellbeing Plan 2021–25, as listed on the front page of these guidelines.

Eligible applications will be scored against three main criteria:

- **Impact:** The vision for change is clear and has potential to improve health and wellbeing in the short, medium or long-term by aligning to the goals of this partnership.
- **Need:** The local government applying for this partnership would benefit by participating in the partnership.
- **Commitment:** The local government applying has strong leadership commitment for this work as well as existing examples of efforts to enhance the health and wellbeing of children and young people in the community.

An Advisory Panel will review shortlisted applications and recommend applications that have the best collective potential to achieve the Partnership outcomes.

Partnerships are ultimately approved by the VicHealth CEO and will be awarded based on a combination of factors including application merit, community need and distribution across Victorian population groups and geographic areas.

Working with VicHealth

Successful organisations will be required to:

- **Enter into an Agreement** with VicHealth and satisfy any conditions of funding which will be detailed in a Funding Agreement.
- Provide **bank account** details for payment of funds.
- Adopt **COVID-safe** methods for carrying out your activities, be flexible in approach, and if any COVID-related dangers or incidents arise, let VicHealth know as soon as possible.
- Maintain adequate **insurance cover**, including professional indemnity or public liability insurance, for the purpose of this project and agree to provide insurance certificates if requested by VicHealth.
- **Publicly acknowledge** VicHealth's support throughout the partnership period using approved logos and text.
- **Permit** VicHealth to share images or samples of your project in our reporting or social media activities.
- **Meet basic reporting requirements**, including a progress and/or final report and financial acquittal at the end of the project. These will be part of your Agreement and VicHealth will supply templates to assist you.

Funding items other than project staff

Essential goods or services directly relating to the partnership:

- Equipment, materials or other items
- Participant or volunteer support expenses, including costs to reduce barriers to participation
- Short-term project staffing or sub-contracting
- Organisational capacity-building that will contribute to sustained benefit to the community

Funding is not available for:

- Equipment, materials, staffing costs or overheads not directly related to implementation of the partnership
- Health service delivery, early intervention, treatment, rehabilitation or prevention of specific diseases
- Reimbursement for expenses already incurred, or funded by another source
- Infrastructure, capital works or purchase of land
- One-off events, fundraising or activities with no sustained benefit to participants or community
- Tertiary education qualifications
- Activities better placed for support through more suitable local, state or federal funding source

Questions?

If these guidelines and links within are not clear, more information can be found in our recorded online briefing and FAQs which you'll find on the [Local Government Partnerships funding web page](#). In fairness to all applicants we **cannot provide feedback on individual applications**, however we are able to provide clarification relating to the parameters of the partnerships or support use of the Stakeholder Portal.

You can submit a question via the VicHealth Stakeholder Portal after you've registered, or get in touch at partnershipgrants@vichealth.vic.gov.au



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
- Calling us using your preferred interpreter on (03) 9667 1333
- Emailing us at jmccann@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.

Our business hours are 9am to 5pm Monday to Friday (excluding public holidays).



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VicHealth is committed to health equity, which means levelling the playing field between people who can easily access good health and people who face barriers, to achieve the highest level of health for *everyone*.



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VicHealth acknowledges the Traditional Custodians of the land. We pay our respects to all Elders past, present and future.

ⁱ Index of Relative Social Disadvantage score 1–5 Based on 2016 ABS data: 2033.0.55.001 – Census of Population and Housing: Socio-Economic Indexes for Areas (SEIFA), Australia, 2016, Accessed from <https://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/2033.0.55.0012016?OpenDocument>