### Reimagining Health Grants – Progress Report

The purpose of the progress report is to update VicHealth on the progress of the delivery of your project. We are interested in learning about your progress to date and any achievements or challenges that you have faced to help us in delivering more effective programs.

We ask that you report against your original application and the Project Work Plan you submitted to VicHealth when you were awarded funding for the project. These can be accessed through the VicHealth Stakeholder Portal.

Your completed report must be uploaded to the [VicHealth](https://vichealth.force.com/s/login/?ec=302&startURL=%2Fs%2F) Stakeholder Portal. Instructions on how to upload it are available via our [website](https://www.vichealth.vic.gov.au/search/how-to-apply-for-a-grant).

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| 1. Project information
 |
| 1. Organisation
 | Click or tap here to enter text. |
| 1. Project name
 | Click or tap here to enter text. |
| 1. Project reference number
 | Click or tap here to enter text. |
| 1. Person completing this form
 |
| 1. First name
 | Click or tap here to enter text. | 1. Surname
 | Click or tap here to enter text. |
| 1. Job title
 | Click or tap here to enter text. |
| 1. Progress to date
 |
| 1. *Is your project on track to meet the objectives outlined in your Project Work Plan? Please consider only those project tasks that you are delivering with VicHealth Reimagining Health Grant funding. You can access your Work Plan by clicking [here] or through the Stakeholder Portal.*
 |
| * Yes
* No
 |
| 1. *What are the key factors that have helped you to deliver your project so far? (max 150 words)*
 |
| Click or tap here to enter text. |
| 1. *What are the key factors that have made it challenging to deliver your project so far? (max 150 words)*
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| 1. Changes to the original proposal
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| 1. *Have you made any major changes to your project activities from your original grant application? Major changes may include changes to your target audience. Minor changes may include that you recruited 50 people instead of 60 people.*
 |
| * Yes
* No
 |
| If you answered **Yes** above, please answer (b) and (c). If you answered **No**, skip to question 5. |
| 1. *Please describe the major changes to your project (max 100 words)*
 |
| Click or tap here to enter text. |
| 1. *Please describe why you made those changes (max 100 words)*
 |
| Click or tap here to enter text. |
| 1. Next steps
 |
| *Please tick any of the activities from the following list that you have planned in the next month.* |
| * Media release
* Radio interview
* Television interview
* Launch event
* Presentation
* Other:……………
 |
| 1. Risks
 |
| 1. *Can you see any risks that may prevent you from delivering the rest of your project as planned?*
 |
| * Yes
* No
 |
| *If you answered* ***Yes*** *above, please answer (b) and (c). If you answered* ***No****, skip to question 7.* |
| 1. *Please specify what these risks are.*
 |
| Click or tap here to enter text. |
| 1. *How do you intend to mitigate these risks?*
 |
| Click or tap here to enter text. |
| 1. Attachments
 |
| If you have any images from recent events or resources related to your project, we would love for you to share them with VicHealth. Please feel free to upload those at the link below. |
| Click or tap here to enter text. |
| 1. Harmful industry relationships **(grants over $35,000 only)**
 |
| When you completed your Reimagining Health Grant application, you were asked to declare your organisation’s relationships with the tobacco, food, sugary drink, alcohol or gambling industries. You can access your Reimagining Health Grant application in the Stakeholder portal or [link here]. |
| 1. Since you made your declaration, has there been any changes to the declared relationship/s? For example, your organisation accepted donated food from a food outlet, but now they provide financial sponsorship and have their logo on your uniforms.
 | [ ] Yes[ ]  No |
| 1. Since you made your declaration, does your organisation have any new relationships with the tobacco, food, sugary drink, alcohol or gambling industries?

Review VicHealth’s [Harmful Industry Relationship Funding and Procurement Policy](https://www.vichealth.vic.gov.au/search/vichealth-harmful-industry-relationship-funding-and-procurement-policy) for more information on the types of relationships you need to declare. | [ ] Yes[ ]  No |
| ***If you answered ‘Yes’ to 5a) and/or b) to c) please fill out declaration form at Appendix A*** |

Appendix A: Harmful industry relationships declaration form ***(only complete if you answered yes to 5a) or b))***

**INSTRUCTIONS FOR COMPLETING THIS FORM**

If requested by VicHealth, this form must be completed as part of your application for VicHealth funding/sponsorship, or response to a procurement request.

Please see [our website](https://www.vichealth.vic.gov.au/search/vichealth-harmful-industry-relationship-funding-and-procurement-policy) for more information on VicHealth’s Harmful Industry Relationships Funding and Procurement Policy and the types of relationships you need to declare.

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| **Section A. Applicant or Supplier details**  |
| **Name**  | Click or tap here to enter text. | **Position Title:**  | Click or tap here to enter text. |
| **Organisation**  | Click or tap here to enter text. |

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| **Question 1**Does your organisation have any current, planned or past five (5) year relationships with a tobacco company, the Australian Tobacco Research Foundation, or other tobacco industry funded bodies?   |
|  [ ] Yes (Note if you answer yes, you are ineligible for VicHealth funding)[ ]  No   |

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| **Question 2**  Does your organisation have any current, planned, or past 12 months relationships with the food, sugary drink, alcohol or gambling industries?   |
| [ ]  Yes [ ] No (If you answered no to question 1 and 2, please go to Section B)   |

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| **Question 3**Please detail the brand/company/organisation, the length of the relationship and when it occurred/is occurring/is planned.  List all harmful industry relationships if you have more than one.   |
|  Click or tap here to enter text. |

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| **Question 4a**What was/is/will be the nature of the relationship, with the food, sugary drink, alcohol, tobacco or gambling industry?  Please tick all that apply.  |
| [ ]  Board membership or other governance membership[ ]  Marketing/brand activation. Please detail what brand activation this entails (e.g. naming rights, branding on materials, signage, text or verbal acknowledgement, distribution of product vouchers, etc): Click or tap here to enter text.[ ]  Access to membership lists and data[ ]  Market or other research/evaluation[ ]  Campaign/project development or delivery [ ]  Consultancy services [ ]  Receipt of donations or in-kind benefits. Please provide detail: Click or tap here to enter text.[ ]  Other. Please provide detail: Click or tap here to enter text. |
| **Question 4b**Please provide any additional information to assist VicHealth to make an assessment  |
|  Click or tap here to enter text. |

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| **Question 5**Please detail how the harmful industry relationship will be risk-managed to ensure that VicHealth's statutory role to improve the health and wellbeing of Victorians isn't undermined.  This could include, for example, separating project teams or not activating harmful industry brands alongside VicHealth’s brand.  You are still required to respond to this question even if the harmful industry relationship is not current (i.e. past or future). *Note: VicHealth has the right to negotiate your proposed management plan* |
|  Click or tap here to enter text.  |

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| **Section B.** **Formal Declaration**  |
| I declare that to best of my knowledge, the information in this form is true and correct.   |
| **Name**  | Click or tap here to enter text. | **Signature**  |   |
| **Position**  | Click or tap here to enter text. | **Date**  | Click or tap here to enter text. |

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| **Section C. VicHealth unhealthy industry relationship assessment (office use only)**  |
| **Contextual information for assessment (e.g. project/project overview, comment on brand profile, products, target population, project reach)** *(to be completed by Grant or Procurement Lead if a relationship has been declared)*  |
| **Assessment against guiding principles** **Principle 1: Brand profile** **Principle 2: Product** **Principle 3: Marketing practices** **Principle 4: Context** *(to be completed by Contracts, Procurement and Risk Advisor if a relationship has been declared)*  |