

Next steps to manage your Reimagining Health Grant

Updated July 2021



Next steps to manage your Reimagining Health Grant

Now that you have signed your agreement, here are the next steps to manage your grant via the [VicHealth Stakeholder Portal](#).

Our portal works best with Google Chrome or Firefox, so use these browsers if you can. Portal functionality may be impacted if you use Internet Explorer, Edge or Safari.



1. Register for the portal (if you have not already)



2. Submit your target population form



3. Submit your insurance details (grants \$10,001 and above only)

1. Register for the portal



I created an account in the VicHealth Stakeholder Portal and used it to submit my organisation's successful grant application

You can [skip this step](#).



Someone else created an account in the VicHealth Stakeholder Portal and used it to submit my organisation's successful grant application

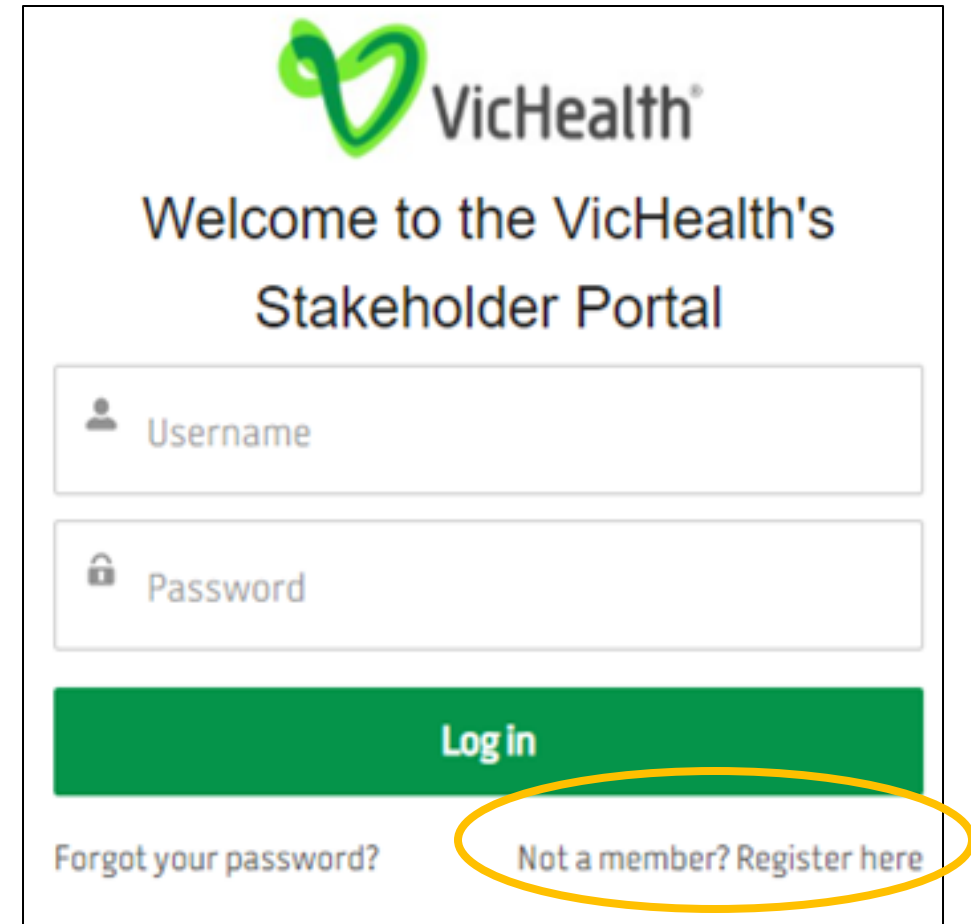
You likely don't have a portal account. [Continue to the next page](#).


1. Register for the portal

Step 1: Register yourself to create an account


When you first visit the VicHealth Stakeholder Portal, you will see this page.


If this is the first time you are accessing the portal, please click 'Not a member? Register here'.



 VicHealth®

Welcome to the VicHealth's
Stakeholder Portal

 Username

 Password

Log in

[Forgot your password?](#) [Not a member? Register here](#)

1. Register for the portal

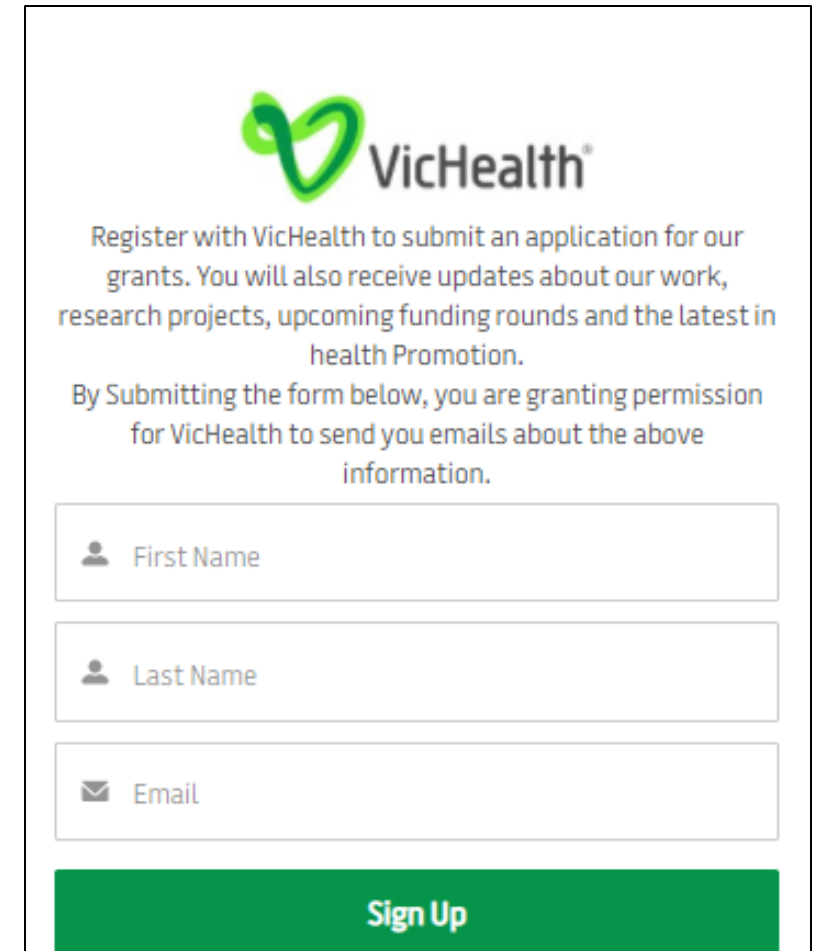
Step 2: Provide your first name, last name and email address

Please use the email address that is affiliated with the organisation who has received a VicHealth grant.

Step 3: Check your email and click on the activate account link

If you have not received an email, please check your junk/spam inbox.

When you have activated your account, set up your new password.



The image shows a registration form for VicHealth. At the top is the VicHealth logo, which consists of a green heart shape with a white outline and the word "VicHealth" in a bold, sans-serif font. Below the logo is a paragraph of text: "Register with VicHealth to submit an application for our grants. You will also receive updates about our work, research projects, upcoming funding rounds and the latest in health Promotion." This is followed by another paragraph: "By Submitting the form below, you are granting permission for VicHealth to send you emails about the above information." Below the text are three input fields, each with a small icon on the left: a person icon for "First Name", another person icon for "Last Name", and an envelope icon for "Email". At the bottom of the form is a green button with the text "Sign Up" in white.

1. Register for the portal

Step 4: Manage your grant

You now have access to the Portal. The home page appears as per the screenshot below. For help tips, see this [webpage](#).



2. Submit your target population form

It is a grant requirement to provide VicHealth with information on **who** your project will reach.

Step 1: Click on 'My Reports' on the home screen of the portal (the tile is located on the bottom right)

VicHealth

Search... Search Emma

Home Current Opportunities My Applications Contact Us My Cases Bank Details Mailing Preferences More

Insurances My Reports How To - User Guide My Reports

Welcome to
VicHealth's Stakeholder Portal

You can also click 'More' and My Reports will be listed in the drop down list.

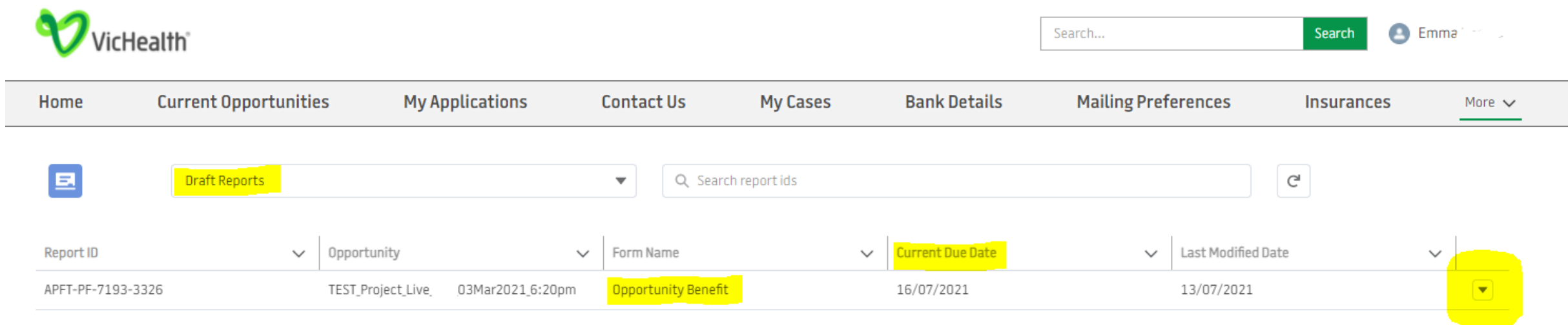
Current Opportunities My Applications Contact Us My Cases

Bank Details Mailing Preferences Insurances My Reports

2. Submit your target population form

Step 2: The My Reports screen will open. Select 'Draft Reports' in the drop down box

You should see the 'Opportunity Benefit' form in the list. This is your Target Population Form.



The screenshot shows the VicHealth user interface. At the top left is the VicHealth logo. To the right is a search bar with the text "Search..." and a green "Search" button. Further right is a user profile icon for "Emma". Below this is a navigation menu with items: Home, Current Opportunities, My Applications, Contact Us, My Cases, Bank Details, Mailing Preferences, Insurances, and More (with a dropdown arrow). The main content area features a blue chat icon, a dropdown menu currently set to "Draft Reports", and a search bar for "Search report ids". Below these is a table of reports.

Report ID	Opportunity	Form Name	Current Due Date	Last Modified Date
APFT-PF-7193-3326	TEST_Project_Live_ 03Mar2021_6:20pm	Opportunity Benefit	16/07/2021	13/07/2021

2. Submit your target population form

Step 3: Click on the drop-down triangle and select 'Edit'

This will open the Opportunity Benefit form for you to complete.



Search... Search Emma.


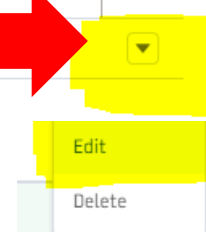
Home Current Opportunities My Applications Contact Us My Cases Bank Details Mailing Preferences More ▾



Draft Reports ▾

Search report ids



Report ID	Opportunity	Form Name	Current Due Date	Last Modified Date	
APFT-PF-7193-3326	TEST_Project_Live_Eve_03Mar2021_6:20pm	Opportunity Benefit	16/07/2021	13/07/2021	 



2. Submit your target population form

Step 4: Complete each section of the form.

The project name, due date and deliverables will be auto populated for you.

For the 'Population Group' section:

- Choose only groups who directly benefit from your project. Do not include groups who may indirectly benefit.
- Enter the percentage for each group your project is benefiting. Some of these population groups are not mutually exclusive and the percentage may total more than 100%.
- For example, a project working with people with low social economic status, some of which are living with a disability, you might enter:
 - People with low social economic status (SES): 100%
 - People living a disability: 20%

Population group/s your project will benefit
The general community (projects that don't focus on a specific population group)
Click here to enter percentage.
People with low socioeconomic status (SES)
Click here to enter percentage.
People living with a disability*
Click here to enter percentage.
Aboriginal and Torres Strait Islander groups
Click here to enter percentage.
People from culturally and linguistically diverse (CALD) backgrounds
Click here to enter percentage.
Refugees**/New arrivals***
Click here to enter percentage.

2. Submit your target population form

Step 4: Complete each section of the form.

For the 'Population Group' section continued:

You will also be asked to provide information *if* you are targeting particular age groups or gender groups:

- **Age/s of the people your project will benefit**
- **Gender/s of the people your project will benefit**

If unsure, or if your project does not target specific age and gender groups, you may leave these questions blank.

If particular age group/s, what proportion of the project was directed towards each of the following age groups?

Age/s of the people your project will benefit

0-4 years

Click here to enter percentage.

5-11 years

Click here to enter percentage.

12-17 years

Click here to enter percentage.

Gender/s of the people your project will benefit

Men and boys

Click here to enter percentage.

Women and girls

100.00%

Transgender, different identity and non-binary

Click here to enter percentage.

Total (must add up to 100%)

2. Submit your target population form

Step 4 (continued): Complete each section of the form

For the 'Settings' section:

- Enter the percentage for each setting you will deliver your project in. Settings are not mutually exclusive and the percentage may total more than 100%.
- For example, a project based half at a childcare and half at a community health centre might be:
 - Education: 50%
 - Health Service: 50%
- A workplace project delivered online might be:
 - Digital/Online: 100%
 - Workplace: 100%
- Use 'Digital/Online' only where projects use digital or online technology to bring a group of people together. It does not include social media promotion or website development.
- Use 'Specific Geographical Area' only where the listed settings do not apply, but your project is specific to a geographic area (LGA, region, town), e.g.
 - 'Specific Geographical Area': 100%.
- Use 'No Specific Setting' where the project is not specific to a setting or people living in a specific geographical area.

Setting/s in which your project will take place

Arts/Culture

Digital/Online

Education

Sports

Workplace

Health Service

Specific Geographical Area

2. Submit your target population form

Step 4 (continued): Complete each section of the form

Click 'Submit' - your information will be received by VicHealth. Thank you.

No further action required please submit this form

Save

Submit

3. Submit your insurance details



If your grant is \$10,000 or less you do not need provide insurance details.



If your grant is \$10,001 and above, you will need to provide details of:

- 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*

You will need electronic copies of your certificates of currency (insurance certificates) to complete the following steps.

*A certificate of Currency for Workers Compensation is a mandatory requirement, except in the instance where the organisation pays less than \$7,500 a financial year in remuneration (e.g. wages to an employee), see: <https://www.worksafe.vic.gov.au/do-i-need-register-workcover-insurance>. If your organisation pays less than \$7,500 in remuneration per annum, you will need a letter from WorkSafe providing an exemption.

If you have neither a certificate of Currency for Workers Compensation nor exemption letter, please advise us by email at partnershipgrants@vichealth.vic.gov.au quoting your organisation name in the email heading.

3. Submit your insurance details

Step 1: Click on 'Insurances' on the portal home page



The screenshot displays the VicHealth Stakeholder Portal home page. The navigation menu at the top includes: Home, Current Opportunities, My Applications, Contact Us, My Cases, Request Admin Access, Bank Details, and More. The 'More' dropdown menu is open, showing 'Mailing Preferences' and 'Insurances', with 'Insurances' highlighted by an orange border. The main content area features a large image of a smiling young girl and a text box that reads 'Welcome to VicHealth's Stakeholder Portal'. Below this are eight tiles for navigation: Current Opportunities, My Applications, Contact Us, My Cases, Request Admin Access, Bank Details, Mailing Preferences, and Insurances. The 'Insurances' tile is highlighted with an orange border.

3. Submit your insurance details

Step 2: Click on the down-arrow in line with your project (Check the Opportunity Name matches your Project Name) Select 'New Insurance Details'

Home	Current Opportunities	My Applications	Contact Us	My Cases	Request Admin Access	Bank Details	More ▾
Opportunity Name				Insurance Reference			
Eat Right				IN-0013			▾
Golden Health				IN-0015			▾
Golden Health				IN-0020			▾
Golden Health				IN-0021			▾
Healthy Project							▾
Amazing Projects							
Quality Eating							
Prime Project							
Lifetime							▾



- New Insurance Details
- View Existing Insurance Details
- Add Files

3. Submit your insurance details

Step 3: Enter your insurance details in the pop-up dialogue box

- Use the details from your 'Certificate of Currency' for public liability or Worksafe insurance to fill in the details.

OR if you have a letter from WorkSafe providing an exemption from Workers Compensation (WorkCover) insurance, fill in the form as follows:

- Insurance policy number: '0000'
 - Amount insured: '\$0'
 - Insurance end date: (put 12 months from date stamp of the letter)
 - Insurance Provider: 'Workcover'
- Click 'Submit'.

The screenshot shows a 'Pop-up Insurance Reference' window titled 'Insurance Details'. At the top, it says 'Please fill in insurance details and click Submit button.' The form is divided into two columns:

- Left Column:**
 - * Opportunity: Healthy Project (with a gear icon and a close button)
 - * Insurance Type: WorkCover (dropdown menu)
 - * Insurance Policy Number: 000000 (text input)
 - * Amount Insured: \$100,000.00 (text input)
 - * Insurance End Date: 28/11/2019 (calendar icon)
- Right Column:**
 - * Submitted By: Dean Portal-Tester (with a person icon and a close button)
 - * Insurance Provider: Allianz (text input)
 - Other Insurance Type Description: (empty text input)
 - Policy Inclusions/Exclusions: (empty text input)
 - Description: (empty text area)

At the bottom right, there are two buttons: 'Cancel' and 'Submit' (highlighted in green).

3. Submit your insurance details

Step 4: Click on the down arrow next to your opportunity to upload the certificate of currency (insurance certificate) file

Click 'Add files'

Home	Current Opportunities	My Applications	Contact Us	My Cases	Request Admin Access	Bank Details	More ▾
Opportunity Name				Insurance Reference			▾
Eat Right				IN-0013			▾
Golden Health				IN-0015			▾
Golden Health				IN-0020			▾
Golden Health				IN-0021			▾
Healthy Project				IN-0022			▾
Amazing Projects							
Quality Eating							
Prime Project							
Lifetime							▾
HiTech Health							▾

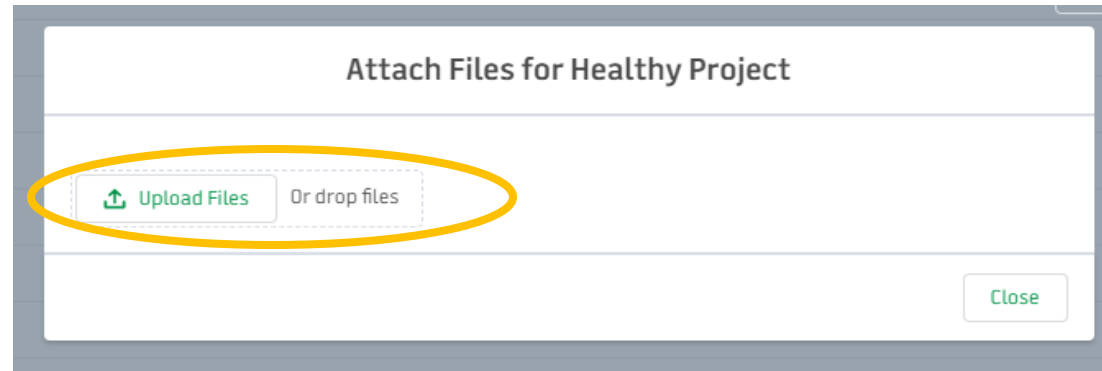
New Insurance Details

View Existing Insurance Details

Add Files

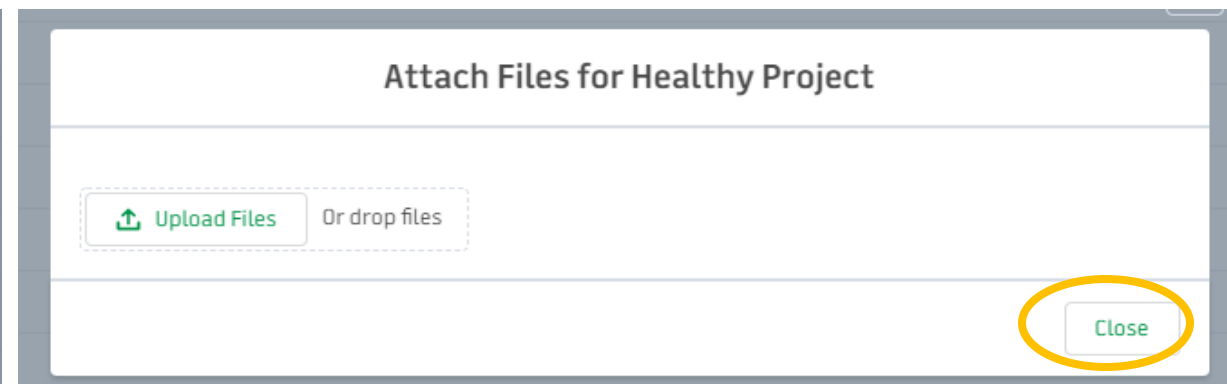
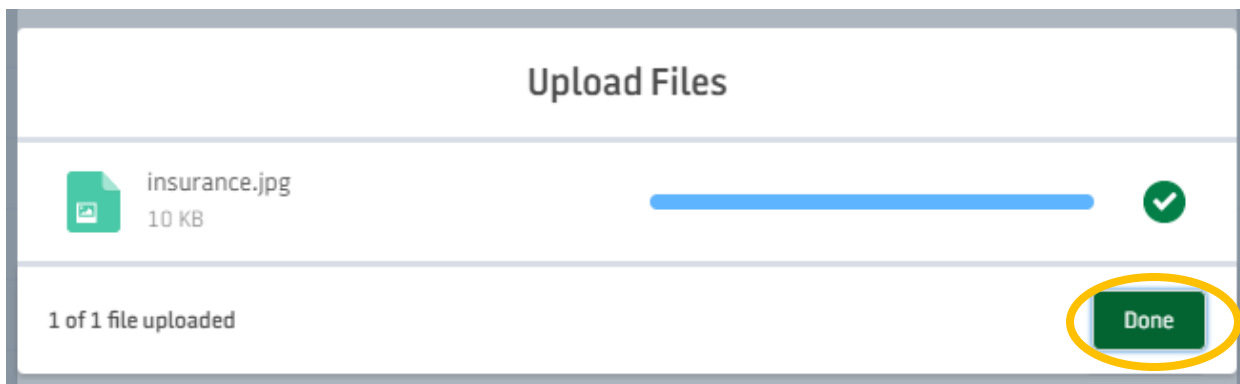
3. Submit your insurance details

Step 6: Click 'Upload Files' or drop file to attach your insurance certificate



Step 7: Click 'Done' and 'close' after the file has finished uploading

Then click 'Close' to close the dialogue box. Once you press 'close', your insurance details have been submitted.



3. Submit your insurance details

Step 8: Repeat for each insurance type

Repeat from [Step 2](#) onwards so you have provided both a:

1. Certificate of Currency for public liability insurance of at least \$2,000,000
2. Certificate of Currency for Workers Compensation (WorkCover) or letter from WorkSafe providing an exemption*