

# **VLGP Community Driven Implementation Action Funding 2023**

Guidelines and application drafting tool



The VicHealth Local Government Partnership Program (VLGP) aims to increase resources available to Victorian Local Governments to implement health and wellbeing action for children and young people aged 0-25. This action should support health promotion imperatives (healthy eating, physical activity, mental wellbeing, the arts, tobacco control and alcohol harm prevention). These are outlined in the VicHealth Action Agenda. The VLGP is designed to be flexible so that councils can implement actions that meet their localised community needs and consider the varied structures, capacity and available resources.

The Community Driven Implementation Action Funding (CDIAF) round provides an opportunity for fast-track councils to pitch module action ideas that have come from their community. This funding aims to pilot new action ideas that could be implemented under one of the existing modules.

Funding of \$25,000 or \$50,000 per action is available. Implementation actions must be put forward by children and young people through engagement and co-design activities completed in your planning and foundation phase. These pilot ideas must still aim to deliver on the minimum deliverables within an impact stream and should be 'community driven'.

### **Key information:**

- Fast-track councils can apply for maximum of two action ideas for \$25,000 or \$50,000 (with a total maximum value of \$75,000)
- **Competitive** funding round
- Applications open: **Monday 27 February 2023**
- Applications close: **12 midday Monday 3 April 2023**

### **Who is eligible?**

- All 36 fast-track councils
- Councils must be on track to deliver all existing milestones under VicHealth agreements

### **What can councils apply for?**

Councils will be able to apply for up to two separate action ideas, for a total maximum value of \$75,000. This could be a combination of:

- a \$25,000 and a \$50,000 action idea, or
- 2 x \$25,000 ideas, or
- 1 idea of either \$25,000 or \$50,000

CDIAF actions must align to an impact stream's minimum deliverables. Evaluation costs incurred in the process of evaluating this specific project can be covered by this funding.

“Community driven” implementation actions could include, but are not limited to, new ideas put forward by children and young people during the Kids Co-design Toolkit work, GMB workshops, or other youth consultation and/or engagement mechanism during the development of the MPHWP.

If these pilots are successful, the aim would be to have these new implementation actions be adopted into a module.

## **Delivery requirements**

Successfully funded and completed CDIAF projects will also satisfy council's minimum deliverable requirements in the impact stream they fall under.

An evaluation plan and report will be required for successfully funded CDIAF applications, and this should be considered in the application. The evaluation should consider how lessons from the pilot ideas can inform the further scaling of this action into the VLGP modules, as well as the potential benefits for involving children and young people in the process. The evaluation plan and report can be included within the broader evaluation work for the VLGP, so long as the CDIAF is explicitly included.

The evaluation plan is required by the end of your agreement with VicHealth.

## **How do councils apply?**

Applications open: **Monday 27 February 2023**

Applications close: **12 midday Monday 3 April 2023**

Fast-track councils should submit their application via the [VicHealth Stakeholder Portal](#).

Information about logging into the VicHealth portal is available [here](#).

The CIDAF differs from the Module Implementation Funding (MIF) in that it is a competitive process – funds are not guaranteed and opportunities to revise will not be available on submitted applications.

Each action idea will require a **unique project application** and they will be assessed separately.

Councils may use the Application Drafting Tool below to prepare responses to the application questions however, you must input and submit your responses in the application form through the portal. We encourage the use of concise language and dot points throughout the application.

Councils must submit final completed application/s by the closing date. There will not be opportunity for revising your application after submission.

If you have any questions, contact VicHealth prior to submitting and as early as possible to allow ample time for the VLGP team to respond. All enquires about this funding opportunity should be emailed to [lgp@vichealth.vic.gov.au](mailto:lgp@vichealth.vic.gov.au).

## **What can be funded?**

Funding is available for essential goods or services directly relating to these actions. This may include:

- equipment and materials
- participant or volunteer support expenses, including costs to reduce barriers to participation
- short-term project staffing or sub-contracting, which may include temporary increase of existing staff hours for the period outlined in the project implementation plan only
- upskilling staff in short courses related to module implementation
- minor capital works, infrastructure (including IT infrastructure), building works or assets
- modification of existing environment or infrastructure to support delivery of COVID-safe project activity
- budget allocated to evaluate the program or initiative
- actions under an impact stream that have already previously received VLGP funding. This must be via negotiation and upon approval from VicHealth prior to submitting. Please contact [lgp@vichealth.vic.gov.au](mailto:lgp@vichealth.vic.gov.au) to arrange a discussion. As part of this process, your council will need to demonstrate:
  - a strong case for the need for, and sustainability of, additional investment into the impact stream
  - significant progress across the broader delivery of the VLGP
  - minimal risk to the resourcing and successful delivery of other actions as a result of additional funding being concentrated in one impact stream.

Funding is **NOT** available for actions:

- that are not included in the VicHealth health promotion core and stretch modules
- that expose children or young people to harmful industry products and marketing such as junk food, sugary drink, alcohol, tobacco, or gambling industry etc. for example gaming, alcohol or fast-food venues
- that are unlikely to be sustained by the council after the funding is complete

## Assessment process

A team of VicHealth staff will perform an initial assessment and shortlist applications based on how they meet assessment criteria. A group of external panellists will review shortlisted applications and make a recommendation to VicHealth CEO for final approval. The primary focus of the application must directly align with the VicHealth Local Government Partnership's goal to develop and deliver action to improve children and young people's health and wellbeing.

The following principles will be used to assess applications:

### 1. Demonstrated focus on children and young people

Applications should demonstrate how children and/or young people aged 0-25 will be involved in and are the primary beneficiaries of the action, for example:

- demonstrate the need for or idea behind the action has come from children and young people
- identify use of co-design approaches, suitable to the target age cohort, in planning or delivery of the action

For certain actions, it may be suitable to focus on families (parents/carers) of young children or local child/youth service providers.

This principle is given **higher priority and weighting for CDIAF**.

### 2. Sustainability

Applications should demonstrate consideration of how the action (or benefits of the action) can be sustained beyond the life of the funding, for example:

- the action leads to an enduring policy, practice or infrastructure change that is likely to lead to the outcome being sustained
- the action can be sustained by core council funding or partner funding in the future
- the action is likely to increase the health promotion skills and knowledge of a substantial cohort of people/local workforce who can continue to sustain the lessons in their roles going forward
- any requests for funding of events should have a comprehensive sustainability plan to increase ensures continued impact

### **3. Equity**

Applications will be considered through an equity lens, where additional information about the council capacity (for example, number of staff), geography (for example rural, regional, outer and inner metropolitan categorisation), community demography (for example, SEIFA ranking) may be considered by scorers and panelists in forming recommendations. This is included to provide a fairer process that accounts for the context that applications were completed against the potential benefits for the community of the funded action.

### **4. Quality delivery**

Applications should outline a clear plan for implementation that can be easily understood by partners, council leaders and participants. Applications should demonstrate that the council/applicant has an understanding of the goals, potential benefit of the module (impact stream and/or specific action) and the minimum deliverables to be achieved. Quality delivery is also demonstrated through consideration of local context and what will work best for the community.

### **5. Value for money**

Applications should demonstrate value for money in terms of health and wellbeing benefits for children and young people and is reasonable for the funding requested.

## **For successful councils**

- Stream 1 and 2 council funds are executed by Contract Variation to the baseline VLGP agreements
- Stream 3 and 4 council funds are executed by Participation Agreement which will link to their VLGP Memorandum of Understanding
- The total amount will be available upfront
- Contract variations and participation agreements must be signed by authorised representatives by Tuesday 23 May 2023

# Community Driven Implementation Action Funding 2023 Application Drafting Tool

You may use this tool to plan your answers, but please input your final application into the portal. In some instances, the portal may require you to select your answers from a drop-down menu (e.g. Council name) but are provided below to indicate what questions to anticipate.

If you are applying to fund 2 CDIAF actions, you must complete a unique and separate application form for EACH action.

## Section 1: General information

1. Council name

2. Council ABN

3. Application contact

4. Project lead (person who will be the day-to-day contact for the action)

5. Authorised representative (usually the CEO)

## Section 2: Application Questions

1. Give this action/project a title

2. What is the amount you are applying for to implement this action? (councils can apply for a maximum of \$75,000 across a maximum of two projects)

\$25,000

\$50,000

3. Which VLGP module Impact Stream does this action align to? You can find a list of all impact streams in Appendix 1.

4. Provide an overview of the action and how you will deliver this action in your local community. (300 words maximum).



5. Upload a copy of the budget breakdown using the provided spreadsheet template to fill out your answer.

6. Describe how the need for and idea for this action was identified by your community. Describe any involvement of children, young people and/or families in the planning and delivery of this work. (300 words maximum).

7. What steps will you take to help sustain the outcomes of the pilot within your organisation and community? How will you evaluate whether the outcomes have been sustained? (300 words maximum).

8. Is there anything else you would like to tell us about this application? You may provide links or upload documents in the question below. Note this question is not scored.

9. Upload any supporting documents.

If you are applying to fund 2 CDIAF actions, you should complete a unique and separate application form for EACH action.

## **Appendix 1: List of impact streams for Community Driven Implementation Action Funding**

The below list is provided for you to copy and paste the impact stream titles that you are seeking funding for.

### **Building Active Communities**

Impact stream:

- Increasing active travel for children and young people
- Including walking and bike riding in council strategies
- Creating opportunities for all Victorians to be active
- Including gender equity in council sport and recreation policy
- Empowering and enabling women to get active through local promotion of This Girl Can – Victoria

### **Building Better Food Systems**

Impact stream:

- Creating thriving local food systems
- Embedding healthy food and drink in council owned and operated spaces and services
- Using healthy rewards and sponsorships in community activities
- Enabling healthy partnerships

### **Creating Connected and Supportive Communities**

Impact stream:

- Co-designing with children, young people and their families for better community wellbeing
- Building proud and inclusive communities
- Addressing social determinants of mental health

### **Promoting Everyday Creativity at a Local Level**

Impact stream:

- Increasing equity in creative strategies
- Embracing opportunities for children to inform creative programs
- Improving opportunities for young people to lead creative programs

### **Strengthening Tobacco Control at a Local Level**

Impact stream:

- Adopting tobacco control actions to protect children and young people

### **Alcohol Prevention at a Local Level**

Impact stream:

- Adopting alcohol harm prevention actions to protect children and young people