

VLGP Module Implementation 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 VLGP offers periodic Module Implementation Funding (MIF) opportunities to help “fast-track” councils implement ‘step-up’ and ‘ambitious’ actions from the VicHealth Local Government modules. This document outlines the guidelines for fast-track councils to apply for the Module Implementation Funding during 2023 and includes an Application Drafting Tool to allow you to prepare your application prior to submission.

Key information:

- Fast-track councils can apply for **up to \$30,000**
- Non-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 who are:

- on track to deliver all existing milestones under VicHealth agreements
- up to date on all existing VicHealth agreements

What can councils apply for?

Fast-track councils can apply for up to \$30,000 per council to implement ‘step-up’ or ‘ambitious’ actions from VicHealth’s core and stretch Health Promotion Modules for Local Government (modules).

Councils can only submit one application which covers all actions the funding is being requested for.

Applications can include:

- equipment and materials
- participant or volunteer support expenses, including costs to reduce barriers to participation
- council staff to oversee the implementation of module actions
- there is no cap on the number of actions or % that can be allocated toward staff
- applications must reference all actions being proposed for funding
- short-term project staffing or sub-contracting, which may include a temporary increase of existing staff hours to deliver the proposed module implementation actions
- 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
- 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 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 focusing on the delivery of 'quick win' implementation 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

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](#).

You may use the Application Drafting Tool below to prepare your responses to the application questions, however you will need to input your responses into the application form in the portal for submission.

We encourage you to use concise language and dot points throughout your application.

Councils must submit their final completed application 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.

Assessment process

Assessment will be undertaken by VicHealth staff and focus on how applications have addressed the assessment criteria. 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 grant 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.

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 sustainability plan to ensure continued impact

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

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 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

Module Implementation 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.

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. List the implementation actions this application includes. You can find a list of all eligible actions in Appendix 1.

Select one or more modules and implementation actions lists in a picklist.

2. Upload a copy of the budget breakdown using the provided [spreadsheet template](#) to fill out your answer.

3. How much are you applying for in total?

4. Provide a summary of what you are proposing to do. Respond for each action separately, and/or if funds are used for staff, describe the role of the staff member. (650 words maximum)

5. Tell us how children, young people and/or families will be involved in the planning and delivery of this work. Where appropriate, give separate answers for each action. (400 words maximum)

A large, empty rectangular box with a black border, intended for the user to provide their response to the question above.

6. Tell us how you will ensure the changes and impacts can be sustained beyond this funding. How will you monitor whether the changes and impacts were sustained? Where appropriate, separate answers for each action. (600 words maximum)

7. 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.

8. Upload any supporting documents.

Appendix 1: List of implementation actions eligible for Module Implementation Funding

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

Building Active Communities

Impact stream	Eligible implementation actions
<p>Increasing active travel for children and young people</p>	<ul style="list-style-type: none"> • Step up: Deliver a year-round walking and bike riding to school program • Step up: Apply an equity approach to walking and bike riding to school • Step up: Create a plan to make walking fun for young children • Ambitious: Deliver school neighbourhood walking and bike riding infrastructure projects <ul style="list-style-type: none"> ◦ Option A: Open Streets ◦ Option B: Drop off zones • Ambitious: Support young children to develop bike skills
<p>Including walking and bike riding in council strategies</p>	<ul style="list-style-type: none"> • Step up: Assess neighbourhood walking and bike riding infrastructure needs • Step up: Create a council walking and bike riding priority investment plan • Step up: Audit and promote walking and bike riding infrastructure for young children and families • Ambitious: Deliver neighbourhood walking and bike riding infrastructure projects • Ambitious: Create early childhood-friendly active travel infrastructure
<p>Creating opportunities for all Victorians to be active</p>	<ul style="list-style-type: none"> • Step up: Apply an equity approach to reduce barriers for young people's activity • Step up: Increase local social sport options • Step up: Promote the 'Play Today' campaign • Ambitious: Promote mental health and wellbeing in sport • Ambitious: Create a nature play program
<p>Including gender equity in council sport and recreation policy</p>	<ul style="list-style-type: none"> • Step up: Improve club capacity to create a welcoming environment for women and girls • Step up: Adopt an active women and girls' strategy • Step up: Create a toolkit for welcoming participants with young children to sport and recreation clubs and facilities • Step up: Meet council requirements under the Fair Access Policy Roadmap (formerly Ambitious: Implement a community sport gender equity policy)
<p>Empowering and enabling women to get active through local promotion of This Girl Can - Victoria</p>	<ul style="list-style-type: none"> • Step up: Amplify sport and active recreation opportunities through This Girl Can - Victoria • Step up: Create a This Girl Can - Victoria incentive program for parents and babies • Ambitious: Create a localised This Girl Can - Victoria campaign • Ambitious: Create a This Girl Can - Victoria social sport program for parents and babies

Building Better Food Systems for Healthier Communities

Impact stream	Eligible implementation actions
<p>Creating thriving local food systems</p>	<ul style="list-style-type: none"> • Step up: Create a local food coalition • Step up: Create food system education opportunities for young children • Ambitious: Implement a healthy and sustainable food system strategy
<p>Embedding healthy food and drink in council owned and operated spaces and services</p>	<ul style="list-style-type: none"> • Step up: Create breastfeeding-friendly spaces across council-owned settings • Step up: Create healthy food retail environments in council-owned settings • Step up: Provide first foods professional development for local early childhood workforces • Ambitious: Adopt a healthy food policy approach for council
<p>Using healthy rewards and sponsorships in community activities</p>	<ul style="list-style-type: none"> • Step up: Implement a healthy sponsorship policy for council-run events • Ambitious: Phase out alcohol and unhealthy food advertising on council-owned or run assets and spaces
<p>Enabling healthy partnerships</p>	<ul style="list-style-type: none"> • Step up: Develop a fresh food incentive program • Step up: Create a standard for healthy partnerships to protect a healthy first 2,000 days • Step up: Support healthy partnerships through community grants programs • Ambitious: Create healthy partnerships through grants – a more comprehensive approach

Creating Connected and Supportive Communities

Impact stream	Eligible implementation actions
<p>Co-designing with children, young people and their families for better community wellbeing</p>	<ul style="list-style-type: none"> • Step up: Co-design social connection opportunities with young people in your community • Step up: Showcase local opportunities that promote mental wellbeing for families and young children • Ambitious: Implement a project to improve social connection
<p>Building proud and inclusive communities</p>	<ul style="list-style-type: none"> • Step up: Strengthen participation in local playgroups <p>Addressing race-based discrimination</p> <ul style="list-style-type: none"> • Step up: Initiate a community-led partnership • Ambitious: Develop an anti-racism strategy • Ambitious: Develop a youth film project <p>LGBTIQA+ inclusion</p> <ul style="list-style-type: none"> • Step up: Establish an LGBTIQA+ young people’s advisory group • Ambitious: Develop an LGBTIQA+ young people’s action plan • Ambitious: Create a community ‘Signs of LGBTIQA+ Hope’ campaign <p>Gender equality</p> <ul style="list-style-type: none"> • Step up: Address sexist and sexually harassing behaviours in the workplace by empowering bystanders • Ambitious: Develop a young women’s leadership program to connect, grow and empower future community leaders <p>Disability inclusion</p> <ul style="list-style-type: none"> • Step up: Conduct a disability inclusion audit from a children and young people perspective • Ambitious: Take action and strengthen allyship
<p>Addressing social determinants of mental wellbeing</p>	<ul style="list-style-type: none"> • Step up: Foster effective internal partnerships and collaboration within council • Ambitious: Foster effective external partnerships and collaboration to address social determinants • Ambitious: Strengthen gender equity and family-inclusive practice across council services

Strengthening Tobacco Control at a Local Level

Impact stream	Eligible implementation actions
<p>Adopting tobacco control actions to protect children and young people</p>	<ul style="list-style-type: none"> • Step up: Reduce the consumption and promotion of alcohol products at council-run festivals and events • Step up: Create a local alcohol awareness campaign to protect young children • Ambitious: Reduce the consumption and promotion of alcohol products on council owned land

Alcohol Prevention at a Local Level

Impact stream	Eligible implementation actions
<p>Adopting alcohol harm prevention actions to protect children and young people</p>	<ul style="list-style-type: none"> • Step up: Reduce the consumption and promotion of alcohol products at council-run festivals and events • Step up: Create a local alcohol awareness campaign to protect young children • Ambitious: Reduce the consumption and promotion of alcohol products on council owned land

Promoting Everyday Creativity at a Local Level

Impact stream	Eligible implementation actions
<p>Increasing equity in creative strategies</p>	<ul style="list-style-type: none"> • Step up: Develop welcoming creative experiences for all families • Step up: Increase creative programs offered through local early childhood services • Step up: Establish a cultural creative careers hub • Ambitious: Increase creative spaces for Deaf and Disabled young people • Ambitious: Embed access and cultural equity through creative strategies <ul style="list-style-type: none"> ◦ Option A: Develop a cultural equity plan ◦ Option B: Review council strategies to improve strategic inclusion for children and young people with disabilities in creative programs
<p>Embracing opportunities for children to inform creative programs</p>	<ul style="list-style-type: none"> • Step-Up: Work with children to develop a vision for a child friendly, creative community • Ambitious: Co-design creative play programs with young children and their families • Ambitious: Appoint children to supported decision-making roles about creative programs
<p>Improving opportunities for young people to lead creative programs</p>	<ul style="list-style-type: none"> • Step Up: Co-design creative programs with young people • Step up: Build the capacity of young creatives about early childhood creative programs • Ambitious: Appoint young people as creative leaders