

# Community Driven Implementation Action Funding April 2022

## Guidelines and proposal form

The Community Driven Implementation Action Funding round is part of the VicHealth Local Government Partnership implementation support package. This funding round offers an opportunity for original fast-track councils to pitch module action ideas that have come from their community through a competitive funding round. The overall aim of this funding is to pilot new action ideas that could be adopted as a future implementation action under one of the existing modules.

Funding of \$25,000 or \$50,000 per action is available to pilot a new implementation action as 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'.

**The CDIAF is open Monday 4 April to midday Friday 29 April 2022**

### Who is eligible?

- 16 original Fast-track councils (2020 intake)
- 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.

Community- driven implementation 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 CDIA 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 CDIA proposals, and this should be considered in your proposal. Your 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 your broader evaluation work for the VLGP, so long as the CDIA is explicitly included.

The evaluation plan is required by 10 June 2022. If funding were to be used for evaluation a clear breakdown of budget is required.

### How do councils apply?

Applications open: **Monday 4 April 2022**

Applications close: **12 midday Tuesday 29 April 2022**

The CIDAF differs from the MIF in that it is a competitive process – funds are not necessarily guaranteed and feedback and opportunities to revise will not be provided on submitted proposals. Councils should submit a short project proposal using the template below that describes a community driven implementation action (CDIA). Each action idea will require a **unique project proposal** and they will be assessed separately.

The project proposal must:

- identify which impact stream the CDIA will address and the level of implementation action
- demonstrate that this CDIA has been developed from community engagement with children and young people
- select the age cohort/s the CDIA is focused on
- describe how the idea align with the minimum deliverables of a module impact stream
- propose budget and outline briefly how the funds will be utilized
- outline how children and young people in the community will be involved throughout the design and implementation
- outline what will/have you done to ensure the action and its' impacts can be sustained beyond the life of the funding
- briefly outline how risks of non-delivery will be minimised to ensure the funds can be expended, for example if COVID restrictions occur

Councils should use concise language and dot points throughout the project proposal.

A proposal form template is provided below – please complete and return via email to [lqp@vichealth.vic.gov.au](mailto:lqp@vichealth.vic.gov.au) by the closing date.

### 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

Funding is **NOT** available for:

- proposals that are not 'community driven'
- proposals that expose children or young people to harmful industries products or marketing such as unhealthy food, sugary drink, alcohol, tobacco, or gambling industry etc.

- equipment, materials, staffing costs or overheads not directly related to implementation of the modules
- health service delivery, early intervention, treatment or rehabilitation
- reimbursement for expenses already incurred, or funded by another source
- one-off events, fundraising or activities with no sustained benefit to participants or community or delivered without connection to the local government health promotion modules
- tertiary education qualifications
- projects that support activities where the head is a deliberate target or where activity involves striking or kicking another individual with intent to injure

### Assessment process

A team of VicHealth staff and external assessors will perform an initial assessment and shortlist proposals based on how they meet assessment criteria. The primary focus of the proposal 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 our preferred ideas in this competitive process:

- value for money
- evidence that this is a 'community driven' idea from children and/or young people
- alignment with the minimum deliverables of the nominated impact stream
- change sustainability – how will councils sustain the benefits of the idea beyond the initial funding
- involvement of children and young people in implementation of the proposal
- preference will be given to proposals that provide an opportunity to explore underdeveloped topics in the modules, while still in line with the minimum deliverables of an impact stream. These areas include, but not limited to: food security, a focus on the first 2000 days of life (0-5 years), actions led by First Nations community members, addressing climate change.

An Advisory Panel will review shortlisted proposals and recommend applications that have action ideas that could be adopted as a future implementation action under one of the existing modules. Ultimately, the VicHealth CEO will make the final decision of which councils to receive the CDIAF.

### Key dates

- Applications open: **Monday 4 April 2022**
- Applications close: **12 midday Tuesday 29 April 2022**
- Assessment from Monday 2 May to Tuesday 24 May 2022

### For successful councils

- CDIAF will be rolled out via contract variations Tuesday 24 May to 31 May 2022
- Council's authorised representative signs the contract variation **by 31 May 2022**
- Evaluation plan to be submitted by Friday 10 June 2022

- Evaluation report to be submitted by 6 September 2023 (or sooner, depending on the length of this action)

## Community Driven Implementation Action Funding

Project Proposal form April 2022

[If you are applying for funding 2 actions, you should complete a unique and separate proposal form for EACH action.](#)

### Part I: Project proposal overview

Answers to this section are not scored

1. Council name and name of person/people submitting the proposal.

Council:	
Proposal by:	

2. Which module and impact stream does this proposed CDIA address?

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3. What is the total 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

4. Briefly describe the CDIA. Give the action a name and describe in 2-3 sentences the outcome your community hopes to achieve, and what the action is:

CDIA name:
This CDIA aims to:
The proposed CDIA is/will:

5. Indicate if you feel this action is a "Quick Win", a "Step Up" or an "Ambitious" implementation action. (See "Implementation Action categories" on the [fast-track webpage](#) for a description)

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6. What age cohort will this action focus on? (select all that apply)

- Under 5 years  
 5 – 12 years  
 13 – 17 years  
 17 – 24 years

**Part 2: Project proposal**

Answers to this section will be assessed against the criteria outlined in the CDIA guidelines

- 7. Briefly describe, and provide supporting evidence of how the proposed action is a 'community driven' idea from children and or young people. This should firstly outline how the idea came from children and young people and in which forum it was raised. If you have evidence from the children and young people directly (e.g. image of posters from Kids Co-Design workshops, screen shot of components of a systems map) please include that in addition to your description.

Description
Evidence

- 8. Does this idea align with all the minimum deliverables of the nominated impact stream? Provide a brief description of how you see this alignment.

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- 9. How will the budget be spent? Please provide a brief proposed budget breakdown.

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- 10. How will children and young people be involved in the implementation process?

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**11.** Briefly describe how you will ensure the community benefits of the CDIA can be sustained beyond the life of this funding?

**12.** Briefly outline how you will minimise risks of non-delivery to ensure the funds can be expended

**13.** Successfully funded projects should include a specific evaluation plan to support the monitoring and recommendations about the inclusion of this action in the modules. Do you commit to developing an evaluation plan and reporting on the evaluation by 6 September 2023?

- Yes
- No

**14.** Outline briefly how you will prepare for and undertake that evaluation?

Please email your completed project proposal to [lgp@vichealth.vic.gov.au](mailto:lgp@vichealth.vic.gov.au) by **12 midday Tuesday 29 April 2022**

[If you are applying for funding for 2 actions, you should complete a unique and separate proposal form for EACH action.](#)