# **Expression of Interest Drafting Tool**

# VicHealth Local Government Partnership: Fast-track Council Expression of Interest 2022

This drafting template is designed to provide applicants with an opportunity to prepare for and draft an Expression of Interest (EOI) to join the VicHealth Local Government Partnership.

**Your final responses must be submitted through the VicHealth Stakeholder Portal by 12pm midday Monday 14 November 2022.**

We invite councils to think outside the box and consider what combinations of arts/health/community organisations they could partner with to deliver the best possible outcomes for Victorians, and outline this in their application.

## **Recommended steps**

* Register to receive the [Health Promotion Module documents](https://vichealth1.secure.force.com/dc/reg/vlgp-council-module-subscription-form) and discuss with others at your council organisation which modules you propose to implement as part of the Partnership. Fast-track councils are expected to commit to implementing one implementation action **per** impact stream of their chosen module(s)
* **Download and review the EOI Guidelines** and ensure you have understood the expectations for councils who successfully form a Memorandum of Understanding
* Work with your colleagues to prepare your Expression of Interest and seek the necessary endorsements from your leaders. Be mindful of word limits, which are strictly enforced in the Portal submission form.
* Ensure you are registered on the VicHealth Stakeholder Portal. If your organisation registration is linked to another user, contact VicHealth to have it transferred. We recommend doing this well in advance of the deadline, as tech support may be limited on the final day for submissions.
* You can draft answers by completing this Expression of Interest Drafting Tool. You can copy and paste word responses within the word limit. You can submit support enquiries through the [Stakeholder Portal](https://vichealth.force.com/s/login/?ec=302&startURL=%2Fs%2F), or you can find instructions and FAQ [here](https://www.vichealth.vic.gov.au/funding/how-to-apply-for-a-grant)

**Expression of Interest form**

Once logged in to the Stakeholder Portal, go to **Current Opportunities > VicHealth Local Government Partnership: Fast-track council Expression of Interest 2022 > Apply Now**

## Step 1: Introduction

## Outlines the program to ensure you know you are working in the correct form.

## Step 2: Eligibility and Compliance Check

Review and accept the conditions of the Expression of Interest and if successful, the Memorandum of Understanding your council will form with VicHealth.

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| **Please confirm that the organisation completing this Expression of Interest**   * has read the EOI [Guidelines](https://www.vichealth.vic.gov.au/-/media/FundingOpportunities/Attachments/VH_LGA-partnerships_guidelines.pdf?la=en&hash=839DBD52F20045CB45D858C97F3FB4D7A0F6676C)? * intends to deliver module activities only in Victoria, with a primary focus on health and wellbeing outcomes for Victorians aged 0-25 * has satisfactorily fulfilled any previous VicHealth grant requirements and any active agreements are on track * is aware of the MOU conditions that successfully selected Fast-track councils will agree to, including: * requirement to submit a CEO statement of commitment * requirement to attend capacity building sessions, such as Communities of Practice * requirement to protect children and young people from exposure to harmful products (e.g., unhealthy food and drink) during module activities * awareness that they would be required to complete an additional proposal to pitch for module implementation funds when they are available |
| You must answer **yes** to the above to be eligible to proceed. |
| **Tobacco Industry Relationship Declaration**  Have you in the past 5 years had, do you currently have, or are you planning to have in the future, any relationship, partnership or sponsorship arrangement with a tobacco company or parent company, the Australian Tobacco Research Foundation, or other industry funded bodies |
| You must answer **no** to the above to be eligible to proceed. |

## Step 3: Eligibility and Compliance Check

Provide the appropriate contact information for this project. This information would be transferred to the MOU if your application is successful. You must provide a valid response for all fields to continue

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| **Please provide some information about your council** | | |
| Council name | Victorian councils not already part of the Fast-track stream are eligible | |
| Australian Business Number (ABN) | Provide council’s ABN | |
| Project title | Give your application and project a brief name to identify it | |
| **Application Contact** - Please enter details of the day-to-day contact - the main person we'll talk to about this project | | |
| Name, Position title, Email, Phone | | |
| **Authorised Contact** - The person with authorisation to sign off this agreement, generally the CEO of this organisation | | This person will be the main addressee for the MOU and any related funding agreements formed |
| Name, Position title, Email, Phone | |

Provide some basic information about your council as it relates to this project. This information is not assessable but will be made available to assessors to help them understand if the scope of your proposal is appropriate for your local capacity, community and target cohorts.

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| LGA Population total | Provide the approximate population for the Local Government Area |
| Population of 0-25 yo | Provide the approximate population of children and young people aged 0-25 for the Local Government Area |
| Number of council staff | Select from 0-50, 50-500 or 500+ |
| Primary focus cohorts for this work | Select as many as apply: Early years/0-5, Primary aged/5-12, Secondary aged/12-18, Older young people/18-25 |
| Length of MOU applying for | You can choose from 1, 2 or 3 years, noting all agreements will end by late 2025. |

## Step 4: Project details

This is the main part of your Expression of Interest. In this section you should outline how you’ll implement the modules, why you’ve chosen these topics and how they will help your council impact children and young people’s health and wellbeing in your community. Your responses to these questions will be assessed by a panel of local government stakeholders to recommend a final successful group of Fast-track councils.

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| **Tell us about how your council proposes to implement the VicHealth Local Government Partnership modules** | |
| 1. Provide a brief statement of your intention for this partnership and why you are applying | 150 words. This text will be used as a project summary on your MOU agreement and VicHealth documents. Aim to briefly outline your vision for this work and what high-level change you expect to see. |
| *Use this space to draft your response* |  |
| 2. Tell us about the health and wellbeing needs of children and young people in your municipality, and how this is represented in your Municipal Public Health and Wellbeing Plan 2021-25. | 200 words. Help us understand the needs you expect to address and any foundation work that is described through your MPHWP that you expect to build the module implementation from. |
| *Use this space to draft your response* | |
| 3. Please provide the MPHWP 2021-25 (or integrated plan) for your council. | Upload a copy of your MPHWP 2021-25 or the relevant integrated plan, such as the Council Plan. |
| 4. Which of the VicHealth local government health promotion modules would you implement during 2022-2025 as a fast-track council? | Select at least one from the 6 core and stretch modules. |
| 5. Why have you identified these modules and how will they help you improve children and young people’s health and wellbeing? | 250 words. Tell us why you think these modules in particular would be relevant for your local community and briefly mention any specific goals you’d expect to achieve. |
| *Use this space to draft your response* | |
| 6. Confirm that you are aware that fast-track councils will be required to undertake all impact streams in the identified module(s) | Tick box to confirm you understand this requirement. Councils must complete at least one Implementation Action per Impact Stream in the modules they identify in the MOU. |
| 7. How would being part of the VLGP and completion of these modules complement other work you are doing with children and young people? | 200 words. This helps us understand your council’s existing work with children and young people and reflects on the possible synergies with our modules. |
| *Use this space to draft your response* | |
| 8. Describe how you are committed to and able to deliver the module(s) if no additional funding was available from VicHealth? | 100 words. Briefly describe how you’ll implement the module regardless of receipt of implementation funding, which is not guaranteed. |
| *Use this space to draft your response* | |
| 9. Describe any additional staff, financial or program resources your organisation will contribute towards implementing these modules. | 200 words. Help us understand how your organisation is committed to supporting module implementation through aligned staff time, leader support or as part of existing council budget or grants. |
| *Use this space to draft your response* | |
| 10. Any other comments | 150 words. Optional. Please note, this text will not be reviewed until after submissions are closed – if you have urgent questions affecting your submission you should contact VicHealth through the portal or on [lgp@vichealth.vic.gov.au](mailto:lgp@vichealth.vic.gov.au) |

## Step 5: Harmful Industry relationship declaration

## Harmful Industries Relationship Declarations are to be completed so we can process your application in line with VicHealth’s Harmful Industries Relationships Funding and Procurement Policy. Declarations do not affect your eligibility to apply, but your responses will be considered alongside your application to minimize risk.

## We strongly recommend you review the Policy and the types of relationships you need to declare, on VicHealth’s Harmful Industries Relationships Funding and Procurement Policy webpage.

For local governments, the following **do not** require a declaration:

* Activities to promote local economic development (for example, promotion of a winery on a tourism webpage)
* Gifts or donations made by Victorian clubs and hotels to comply with community contribution conditions imposed by the Victorian Commission for Gambling and Liquor Regulation (where there is no reciprocal advertising or promotion of the club or hotel).

Councils who enter into a MOU in the VicHealth Local Government Partnership will also be expected to proactively seek to minimize any exposure of children and young people to unhealthy food, drink (including alcohol) tobacco or gambling products and marketing when they participate in activities delivered as part of a Health Promotion Module.

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| Do you or the organisation applying for funding have any relationships that are current, planned, or in the past 12 months with the food, sugary drink, alcohol or gambling industries? | If No: Go to next section  If Yes: Complete the declaration form questions below. |
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| What relationships do you or the organisation have with the food, sugary drink, alcohol or gambling industries? | 200 words. In your answer, please outline 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.  e.g. *Org commenced 3-year partnership with Company X in July 2019.* |
| What was/is/will be the nature of the relationships, partnerships or sponsorship arrangements with the food, sugary drink, alcohol or gambling industries? | Please select all that apply and provide further detail if requested from:   * Board membership or other governance membership * Promotion or activation of the harmful brand/company * Access to membership lists and data * Market or other research/evaluation * Campaign/project development or delivery * Consultancy * Receipt of donations or in-kind benefits * Other |
| Please detail how harmful industry relationships will be risk-managed to ensure that VicHealth's statutory role to improve the health and wellbeing of Victorians is not undermined. | 250 words. This could include, for example, separating project teams or not activating harmful industry brands alongside VicHealth’s brand. You are required to respond to this question even if the harmful industry relationship is not current (i.e. past or future). Note: If your application is shortlisted VicHealth has the right to negotiate your proposed risk management plan. |

Step 6: Acceptance and Privacy Statement

Confirm that you are aware of Acceptance and Privacy Statement. Once you click Submit in the Stakeholder Portal you will be unable to edit your application. Please ensure you have reviewed all the information. You may wish to save and resume later or access a ‘print’ copy from the buttons at the top of the page on the Stakeholder Portal.

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| **Acceptance**  The information provided in this application is true and complete to the best of my knowledge  VicHealth, on receiving this information, may refuse this application if it becomes evident that information provided is incomplete or false  I approve the information provided |

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| **Privacy Statement**  The information provided in this application is true and complete to the best of my knowledge  VicHealth, on receiving this information, may refuse this application if it becomes evident that information provided is incomplete or false  I approve the information provided Any information provided will be collected, managed and securely stored in accordance with the principles in the Victorian Privacy and Data Protection Act 2014 and VicHealth's Privacy Policy. For further information on VicHealth's Privacy Policy and approach, please see our website <https://www.vichealth.vic.gov.au/search/funding-partner-privacy-policy> for further information. |

Once you’re ready to submit, scroll down and select ‘Submit’ at the bottom of the page to send your application to VicHealth. You will receive an automated confirmation email to confirm your submission. To view a PDF copy of your application after submitting, go to ‘My Applications’ and make sure you select ‘Submitted Applications’ from the drop-down menu to view and print your application submission.