

# Reimagining Health: Grants Getting Started Session

\$10,001 - \$50,000 recipients

14th July 2021



## Session Outline

- Overview of VicHealth
- Next steps and grant requirements
- Tips on promoting your project
- Question time



## VicHealth – Who are we? What do we do?

- Established in 1987
- Focused on health promotion and prevention across five priority areas
- Vision is for a Victoria where everyone can experience better health and wellbeing
- Seek to address the determinants of health (e.g. income, education, employment, discrimination inequality)
- Take action in the places people live, work, learn and play – like sports, workplaces, media, schools
- Work with partners across many sectors and settings



## Next Steps

1. Target Population Form
2. Project reporting requirements
3. Community of Practice Session
4. Record Keeping
5. Participate in an audit, if requested
6. Financial acquittals
7. Be able to participate in an evaluation led by VicHealth, if requested
8. Be aware of key requirements: Insurance, and complying with working with Children legislation and data privacy requirements

# Next Steps 1. Submitting your Target Population Form

- Due Date: **16 July 2021**
- Non-financial milestone in your Funding Agreement
- Complete this form via the VicHealth Stakeholder Portal
- [Where to find the instructions](#)
- Detailed instructions are available [here](#) (see page 7-12)



Welcome to VicHealth's  
Stakeholder Portal



Log in

[Forgot your password?](#)

[Not a member? Register here](#)

### 3. Submit your target population form

Step 1: Click on 'My Reports' on the home screen of the portal



## 2. Project reporting requirements

- Reports to be submitted in the Stakeholder Portal
  - Progress Report: due 19 November 2021
  - Final Report: due 21 May 2022
- Both reports are financial milestones with grant payments attached – it's important that you submit on time.
- Instructions will be provided by VicHealth in advance of the due date

### 3. Participate in a Community of Practice

- Talk with, and learn from, other grant recipients
- Date to be confirmed and advised by VicHealth later in the year

## 4. Record Keeping

- Keep records for at least **7-years**
- Records include
  - Financial records
  - Progress against milestones (e.g. reports)
  - Receipt and expenditure of funding
  - Creation of project material

## 5. Audit

- You *may* be asked to participate.
- An audit allows us to see how our money is being used in the community to improve the health and wellbeing of Victorians.



## 6. Financial acquittals

- You will be required to report on how you spent project funds, make sure you keep receipts.
- A financial officer from your organisation is required to sign off on your acquittal
- An acquittal template and instructions will be provided in 2022
- This is your final milestone – due in June 2022. Template will be provided.

## 7. Be able to participate in an evaluation led by VicHealth if requested

- We may undertake an evaluation up to 18-months post completion

## 8. Working with Children and Insurance Requirements

- Does your project involve children under 18-years of age? Please note there is a requirement to obtain **Working with Children Checks**, as outlined in item 11 of your Funding Agreement.
- Insurance details to be uploaded to the Stakeholder Portal:
  - 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
  - Instructions on submitting Insurance details can be found on page 13-19 of the guidelines [available here](#)

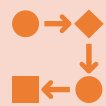
## Other Key Requirements



Project delays - you **must** notify VicHealth in writing (partnershipgrants@vichealth.vic.gov.au)



Projects must be delivered between 1 July 2021 and 30 June 2022



If you **can't deliver** your project within the 12-months we ask that you please let us know as soon as you know.

# Tips on Promoting your Project

- Social media pack
  - Example social media posts
  - Find new community members with your social media posts
  - Use the 'About Us' section on Facebook
  - Promote your organisation
  - Tag @VicHealth so we can see your amazing work
- Reimagining Health Grants [badge](#)



## Where to next?



Get started on your project



Further questions?

1. Check our [website](#) 2. Email us at:  
[partnershipgrants@vichealth.vic.gov.au](mailto:partnershipgrants@vichealth.vic.gov.au)

## Questions

- Please use the 'raise your hand' function
- If we can't get to your question, email us at [partnershipgrants@vichealth.vic.gov.au](mailto:partnershipgrants@vichealth.vic.gov.au)

