



Building vibrant communities
through food, art and play

FUNDING GUIDELINES (ROUND ONE)



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WHAT'S ON OFFER?

JumpStart! will create hundreds of community-led initiatives for Victoria's children and young people.

As part of VicHealth's [Future Healthy](#), funding up to \$50,000 is available over 12 months for local and youth-led solutions that provide more opportunities for Victoria's children and young people through food, art and play.

JumpStart! projects will be for children and young people and informed by what they or their families [have told us they need](#).

VicHealth will be offering 2 rounds of JumpStart!

Round 1

Opening in February 2022: deliver your projects between July 2022 – July 2023.

Round 2

Opening in July 2022: deliver your projects between February 2023 – February 2024.

WHAT IS THE FUNDING FOR?

We are accepting applications that will benefit Victoria's children and young people (aged 0–25) facing the greatest barriers to reaching their full health potential because of structural discrimination such as: income, cultural background, gender, disability or where they live.

Applications must respond to one or more of the following challenges that seek to create opportunities for children and young people to:

- learn about their own food culture and identity and share this with others
- get physically active in welcoming and inclusive places
- connect through arts, cultural and play-based activities.

WHAT'S IN IT FOR YOUR ORGANISATION OR COMMUNITY?

Selected applicants will work with VicHealth to receive training and technical support. We'll back your ideas through building your skills. We'll connect you with like-minded leaders, share insights across communities and be sure you have the resources to make your project the best it can possibly be.

HOW MUCH FUNDING IS AVAILABLE?

Tier 1: \$3,000–\$10,000	For tools/resources to enhance an existing initiative (e.g. training, stock, equipment)
Tier 2: \$10,001–\$50,000	For new projects, or to enhance an existing project delivering on one or more of the JumpStart! challenges.

See the [JumpStart! web page](#) for further information about Future Healthy, who the priority population groups are and why we have set the above JumpStart! challenges.

WHO CAN APPLY?

We welcome applications from community, sporting, cultural, recreational, creative, and other not-for-profit organisations planning to undertake activity in Victoria. To be **eligible**, organisations must have an active Australian Business Number (ABN) and be registered as one of the following organisation types:

- Incorporated body (legal name commonly includes ‘Association’ or ‘Inc.’)
- Company limited by guarantee (legal name commonly includes ‘Ltd.’) or;
- Victorian Local Government Entity

ELIGIBLE APPLICANTS

Organisation type	Eligible to apply?	Requirements
Incorporated Association	Yes	<ul style="list-style-type: none"> • ABN • Registration number with Consumer Affairs Victoria
Company Limited by Guarantee	Yes	<ul style="list-style-type: none"> • ABN • ACN (Australian Company Number)
Victorian Local Government Entity	Yes*	<ul style="list-style-type: none"> • ABN • *Not eligible to apply for the purpose of delivering implementation actions in the VicHealth Local Government Partnership health promotion modules. Here is a summary of the implementation actions.
Not for Profit	Yes	<ul style="list-style-type: none"> • Eligible only if registered as Incorporated Association or Company limited by guarantee.
Social Enterprise	Yes	<ul style="list-style-type: none"> • Eligible only if registered as Incorporated Association or Company limited by guarantee.
Auspice organisation	Yes	<ul style="list-style-type: none"> • Eligible if registered as Incorporated Association, Company limited by guarantee or Victorian Local Government entity.

NOT ELIGIBLE

Organisations who have relationships with tobacco industry, individual/sole trader business types, for-profit organisations and government entities (except Victorian Local Government) are not eligible to apply.

Ineligible applicants may apply for funding through an **auspice arrangement** which involves partnership with an eligible organisation (Auspice). The Auspice takes legal and financial responsibility for the funding, while funded project activities can be delivered by the otherwise ineligible partner.

Written confirmation of the arrangement between the Auspice and Project Delivery Organisation must be attached to the application. Please see VicHealth's [Information for all applicants](#) for more general eligibility conditions.

IMPORTANT DATES

Round 1 Milestone	Date
Round 1 applications open	Tuesday 15 February 2022
Applications close	11.59pm Thursday 17 March 2022
Funding notifications	Early June 2022
Delivery of round 1 funded projects	July 2022 – July 2023
Round 2 Milestone	Date
Round 2 applications open Note: Round 2 Funding Guidelines will be released in July 2022	July 2022
Delivery of round 2 funded projects	February 2023 – February 2024

WHAT CAN FUNDING BE USED FOR?

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

- Equipment, materials or other items (including sporting equipment and uniforms)
- Participant or volunteer support expenses, including costs to reduce barriers to participation
- Short-term project staffing or sub-contracting
- Organisational capacity-building that will contribute to the project e.g. upskilling staff in short courses
- Minor capital works, infrastructure (including IT), building works or assets, not exceeding 20% of total funds*

**purchase must directly facilitate the outcomes of the idea/ project/activity*

Funding is not available for:

- Extending or enhancing a project that is/was funded by VicHealth within the past 18 months
- Equipment, materials, staffing costs or overheads not directly related to implementation of the project
- 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 health promotion activities
- 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
- Applications with 20% or more of the total budget allocated to capital works, infrastructure (including IT infrastructure), building works, or assets

CHILD SAFE STANDARDS

Tip: If you are seeking Tier 1 funding between \$3,000 – \$10,000 you cannot apply to JumpStart! funding for the purpose of providing ‘services to children’. See below.

VicHealth is committed to supporting the health, safety and wellbeing of kids and young people through both our own work and the work of our partners. Applicants to JumpStart! that seek to use VicHealth funding to provide services to children (under 18 years old) must make a declaration that they will meet various requirements including obtaining or maintaining for the duration of the project, insurance that provides indemnity for liability for Child Abuse.

‘**Services to children**’ is defined by VicHealth as services provided by a non-government entity that is responsible for the supervision of, or authority over, a child or young person under 18 years old. This definition includes facilitating activities (e.g. regular sports training, band or theatre rehearsals, homework clubs) where a parent, guardian, caregiver, or teacher is not in attendance.

Funded activities are **not** considered to deliver services to children where:

Children are supervised. A parent, guardian, or caregiver (or other person with an existing duty of care to the child – e.g. teacher) retains direct supervision or authority over a child throughout the duration of the services.

There is ad hoc or incidental contact for example, purchasing and supply of equipment or maintenance services for a sports or cultural facility that could be used by children.

Activities are short-term event-based where unsupervised children may or may not be in attendance but are not under the control of the funded organisation (e.g. one-day come and try events, audiences at a concert).

Please note that Tier 1 (\$3,000–\$10,000) JumpStart! funding is **not** available for the purposes of providing ‘services to children’.

For Tier 2 JumpStart! applications (\$10,001–\$50,000), if your project seeks funding to provide ‘services to children’, please see the [Application Drafting Tool for Tier 2](#) or VicHealth’s [Information for all applicants](#) under the General eligibility conditions tab to understand what is required by VicHealth to meet the Child Safe Standards. You can include any associated costs incurred by your organisation to meet VicHealth’s Child Safe requirements within your project budget.

SIMPLE STEPS TO APPLY FOR FUNDING

The application form is easy to complete – it can take as little as 30 minutes if you:

Tier 1 projects – \$3,000–\$10,000	Tier 2 projects – \$10,001–\$50,000
Read these guidelines and make use of the links provided.	
Use the Application Drafting Tool for Tier 1 and Application Drafting Tool for Tier 2 to understand and prepare the information you need for your application.	
Register and log in to the VicHealth Stakeholder Portal .	
Complete the JumpStart! online application form.	Upload completed Workplan and Budget templates.
	If seeking funding for the purpose of providing ‘services to children’, complete the ChildSafe declaration .
	If applying for \$35,000 and over complete a harmful industry declaration of any current, planned or past 12-month relationships with food, sugary drink, alcohol or gambling industries. This does not affect your eligibility to apply, but declarations will be assessed by VicHealth for potential risk. Read VicHealth’s Harmful Industry Relationship Funding and Procurement Policy or view this video for more information.
Submit your completed application form before 11.59pm Thursday 17 March 2022 . You will receive an email to confirm your application has been received. Once submitted, your application cannot be changed.	

WHAT SUPPORT IS AVAILABLE?

We want to make applying for JumpStart! as simple as possible. VicHealth is offering all interested applicants:

- simplified application process (detailed above)
- free online session on how to prepare strong grant applications
- video information session on what you need to know to complete your JumpStart! application.

You can access these resources via the [JumpStart! webpage](#).

ASSESSMENT PROCESS

All funding applications will first be checked against organisational eligibility and whether they are responding to the JumpStart! challenges. If an application does not meet these requirements, it will not be assessed.

Following eligibility check, a team comprising VicHealth staff and external assessors, including young people, will score and shortlist applications based on how they meet the assessment criteria (below). An Advisory Panel will consider the shortlisted applications and make recommendations for funding to the VicHealth CEO. Funding recommendations made by the Advisory Panel will be subject to VicHealth CEO approval.

Funding will be awarded based on a combination of factors including application merit, community need and distribution of funds across Victorian population groups, geographic areas and project types.

VicHealth applications for funding are extremely competitive, and we expect to receive far more eligible applications than can be funded. Due to such high volumes, many applicants will be unsuccessful. Generalised feedback will be provided on notification to unsuccessful applicants however, we are unable to provide individualised feedback.

ASSESSMENT CRITERIA

Eligible applications will be scored against 5 criteria:

1. **Community need:** Does the project address a demonstrated need in the community and is it informed by insights from young people and their families?
2. **Likely benefit:** Are the benefits of the project clear and how well does it deliver on the JumpStart! challenge/s? Can this be directly linked to the project activity or purchases funded by JumpStart!?
3. **Capacity to deliver:** Are the proposed activities or purchases appropriate and feasible within the intended timeline? Is the organisation well placed to deliver the project?
4. **Impact:** How many children/young people will the project reach? Will it have an ongoing impact?
5. **Value for money:** Does the project represent overall value for money?

For Tier 2 applications (over \$10,000), projects that have been **co-designed with children and young people** and/or their carers/families will be weighted higher than applications that have not incorporated co-design. See this [Co-design with young Victorians](#) resource for further information about co-design with young people.

WORKING WITH VICHEALTH

Successful applicants will be required to:

Enter into an Agreement with VicHealth and satisfy any conditions of funding which will be detailed in a Letter of Offer (Tier 1 \$3,000–\$10,000) or Funding Agreement (Tier 2 \$10,001–\$50,000).

Accept funds via Electronic Funds Transfer (EFT).

Ensure all activities are delivered using **COVID-safe** methods and if any COVID-related dangers or incidents arise, let VicHealth know as soon as possible.

Maintain and hold all necessary and adequate **insurance** cover for the purpose of the project. For grants over \$10,000, agree to provide insurance certificates if requested by VicHealth including:

- 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
- Other insurance as directed by VicHealth

If insurance is not currently held, commit to purchasing all necessary insurances before commencing the project.

Publicly acknowledge VicHealth’s support throughout the funding period using approved logos and text.

Display Future Healthy signage (if provided by VicHealth) at all relevant funded spaces/locations.

Permit VicHealth to share images or samples of your project in our reporting or social media activities.

For Tier 2 projects, participate in a **capacity building program** to support the delivery of projects and share insights. This may include online or face-to-face workshops throughout the funding period and access to relevant online modules. Tier 1 projects are encouraged to participate, but it is not a requirement.

Meet basic reporting requirements, including a progress and/or final report and financial acquittal at the end of the project. These will be part of your Agreement and VicHealth will supply a template so you can let us know what you did with the funding and how it went.

QUESTIONS?

If these guidelines and links within are not clear, more information can be found at [JumpStart! web page](#). You can submit a question via the VicHealth Stakeholder Portal after you've registered or get in touch at partnershipgrants@vichealth.vic.gov.au. Our business hours are 9am to 5pm Monday to Friday (excluding public holidays).

Due to volume of enquiries and in fairness to all applicants we cannot provide feedback or advice on individual ideas.

IF YOUR ORGANISATION IS ELIGIBLE TO APPLY, AND YOU THINK YOUR PROJECT RESPONDS TO THE CHALLENGE – GO FOR IT!



If you require translation in other languages, you can let us know by:

- Calling TIS National on **131 450** and asking them to call VicHealth on **(03) 9667 1333**. This is a free service
- Calling us using your preferred interpreter on **(03) 9667 1333**
- Emailing us at partnershipgrants@vichealth.vic.gov.au

Help for people with hearing or speech difficulties

Contact VicHealth through the National Relay Service (NRS). For more information, visit the NRS website (communications.gov.au/accesshub/nrs) to choose your preferred access point or call the NRS Helpdesk on 1800 555 660. This is a free service. Help desk business hours are 9am to 5pm Monday to Friday (excluding public holidays).