THE BIG CONNECT

FUNDING GUIDELINES

FUTURE HEALTHY

VicHealth

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1. WHAT IS THE BIG CONNECT?

The ongoing challenges of coronavirus, and a rapidly changing world, mean our collective health and wellbeing has never been more important, and young people across Victoria have been hardest hit. In response, VicHealth is launching The Big Connect, an integrated health promotion package focused on supporting the mental health and wellbeing of Victoria's young people through 100,000+ new social connection opportunities.

The Big Connect is not just a funding opportunity, it is an integrated approach that brings together capacity building, educational support for families and a public-facing health promotion campaign which together will work to improve the health and wellbeing of Victoria's young people now and into the future.

The Big Connect is VicHealth's first major investment as part of Future Healthy.

2. WHAT IS THE BIG CONNECT FUNDING OPPORTUNITY?

Up to $5m is available as part of The Big Connect to fund projects that **increase access to opportunities for Victoria's children and young people (aged 0–25 including families) to build meaningful social connections.**

Projects funded through The Big Connect must be for young people and must be informed by what they have asked for or expressed a need for.

VicHealth has been asking young people across Victoria and their parents/carers what challenges they are facing and what would help them be better connected. Here's what they have told us so far.

We acknowledge that there may be other insights that applicants might have about the project target group. We encourage applicants to include these insights in the funding application.

2.1 Funding on offer and project duration

The minimum funding amount is $100,000 and the maximum funding amount is $250,000 for projects to be delivered over a maximum 18-month period.

Payments will be spread across the life of the project, depending on the timeframe or length of the project that is proposed in the application. For projects proposing the full 18-month timeframe, a maximum of $50,000 will be available in the final 6 months of the project.

3. WHY IS THE BIG CONNECT FUNDING OPPORTUNITY NEEDED?

Supporting the mental health and wellbeing of Victoria's children and young people has never been more important. 1 in 6 adolescents aged 12 to 17 and 1 in 3 young adults aged 18 to 25 report loneliness (Lim et al 2019). Lonely and socially isolated young people experience poorer overall physical health, mental health and sleep quality and are more likely to develop chronic disease (Lim et al 2019, Brown et al 2018, Rico-Uribe et al 2018, Leigh-Hunt et al 2017).

Evidence shows that building and maintaining meaningful social connections is important to help children, young people and their families build their mental wellbeing including their resilience to future challenges and decrease their likelihood of developing longer term ill health (McPherson et al., 2014, Surkalim et al., 2019, Tollit et al., 2017).

A new VicHealth [survey](#) found that among Victoria's young people aged 18–25, 71% said staying socially connected with others has become one of the most important issues during the Covid–19 pandemic. 90% of parents and carers with kids aged 6-17 believe that social connection is important for their child's mental wellbeing.

4. ORGANISATIONAL ELIGIBILITY CRITERIA

Funding applications will need to meet the **'organisational eligibility criteria below.'**

4.1.1   Mandatory organisational eligibility criteria

The table below outlines the **MANDATORY** organisational eligibility requirements. Your organisation must hold either of the two legal structures and meet the requirements detailed in the table below.

Organisation must hold legal structure of either:	Eligible to apply?	Requirements
Company Limited by Guarantee	Yes	– ABN – Registration with [ASIC](#), Australian Company Number shows that the organisation is Limited by Guarantee
Incorporated Association	Yes	– ABN – Active registration number with [Consumer Affairs Victoria](#) or Incorporated by Victorian legislation

Note: VicHealth is not able to provide advice on the legal structure of your organisation and whether the structure makes your organisation eligible for funding. The onus is on the applicant to ensure that they meet the organisational eligibility criteria.

4.1.2   What organisations ARE eligible?

We anticipate that a wide range of organisations will be in a position to develop and deliver solutions that will create meaningful social connection including (but not limited to):

• art and cultural organisations

• community food sector

• community sporting clubs

• sports leagues/associations

• peak sporting bodies

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- organisations who work with hardly reached groups including disability communities, LGBTIQ communities, culturally and linguistically diverse communities and Aboriginal and Torres Strait Islander communities
- organisations that see health promotion as part of their core work.
- youth organisations
- other recreation and creative organisations.

The table below provides examples of organisations that are eligible.

Organisation example	Eligible to apply?	
Arts/Creative organisation	Yes*	*Provided they hold a legal structure which meets the requirements above
Aboriginal led organisations	Yes*	* Provided they hold a legal structure which meets the requirements above
Auspice organisation	Yes*	**Auspice applications will be accepted.** *Provided they hold a legal structure which meets the requirements above
Charitable or Not-For-Profit organisation	Yes*	* Provided they hold a legal structure which meets one of the requirements above
Regional Sport Assembly	Yes*	* Provided they hold a legal structure which meets the requirements above
Social Enterprise	Yes*	* Provided they hold a legal structure which meets the requirements above
State Sporting Association	Yes*	* Provided they hold a legal structure which meets the requirements above
University	Yes*	*Only where Universities are proposing health promotion programs. Research proposals are ineligible.

Note: Previous applicants and funding recipients can apply if they have:

- a new idea or project for scale/replicability not submitted in a previous VicHealth grant round

- an existing idea that was submitted in a previous VicHealth grant round but was not successful, with amendments taking into consideration the specific project eligibility requirements of this funding opportunity.

4.1.3   What organisations ARE NOT eligible?

The following organisations will not be eligible to apply:

Organisation example	Eligible to apply?	
Commercial Organisation/ For-Profit Organisation	No	
Individual, Sole Trader	No	
Statutory Authority	No	
Trusts	No	
Victorian Government Entity (e.g. Health Services, Schools)	No	
Victorian Local Government Entity	No	*Councils are encouraged to consider opportunities available through VicHealth's [Local Government Partnership](#)

For ineligible organisations with project ideas that meet The Big Connect project eligibility criteria, VicHealth encourages and will accept **auspice applications.**

4.1.4   Auspice Applications

Ineligible applicants may apply for funding through an auspice arrangement. An auspice arrangement involves partnership with an eligible organisation (Auspice). The Auspice takes legal and financial responsibility for the funding, receiving and distributing the funding, while funded project activities can be delivered by the otherwise ineligible partner (Project Delivery Organisation). Written confirmation of the arrangement between the Auspice and Project Delivery Organisation must be attached to the application.

5. REQUIRED PROJECT CRITERIA AND FOCUS AREAS

Projects must meet all 4 of the required project criteria and at least one focus area. Each of the project eligibility criteria and focus areas are described below.

Required project criteria	Primary outcome – increase access to opportunities for meaningful social connection	✓
	Primary target group is a hardly reached group aged 0–25 years and/or families	✓
	Immediate impact – address the immediate need in the community through replicating or scaling an existing project or creating a new innovative idea that will respond to need immediately	✓
	Sustained impact – project outcomes continue beyond life of The Big Connect funding	✓
Focus area	Supporting young people to feel like they belong to a community or their local neighbourhood	**At least 1 of the 3 focus areas**
	Creating opportunities to address barriers to participation	
	Destigmatising and increasing the understanding of loneliness, social isolation and mental health issues	✓

5.1.1 Required project criteria

5.1.1.1 Primary outcome – increase access to opportunities for meaningful social connection

The primary outcome for all projects funded through The Big Connect must be to **increase access to opportunities for meaningful social connection.**

Meaningful social connection enables people to feel a sense of: i) belonging to; and ii) being supported by, the community where they live, learn, work and play, whether that be in-person or virtually.

Projects that have a primary outcome of meaningful social connection can also deliver secondary outcomes that contribute to improving the health and wellbeing of the community.

VicHealth is interested in the secondary outcomes that your project may aim to achieve and will ask you to nominate any below secondary outcomes for your project.

- Increasing access to opportunities for active recreation and/or sport

- Increasing access to opportunities for arts and cultural activities

- Increasing access to healthy and affordable food (nutritious, safe and culturally appropriate).

Information about secondary outcomes is for our internal reporting only and won't impact the assessment of your application.

5.1.1.2 Project target group of hardly reached young people aged 0–25 and/or hardly reached families

Applications for The Big Connect funding must prioritise hardly reached children and young people (aged 0–25 years including families).

The age range of 0–25 years is broad and the needs of young people and their families across this age range will vary considerably. It is therefore expected that applications will focus on a specific age group, not all people aged 0–25 years. For example, we are expecting applications focusing on one or more of the following groups:

- Pre-school age (0–4 years)

- Primary school age (5–11 years)

- Secondary school age (12–17 years)

- Young adults (up to the age of 25 years)

- Families/carers of children.

Hardly reached groups include those from population groups facing the greatest barriers to reaching their full health potential because of structural discrimination such as: income, cultural background, gender, disability or where a person lives.

This includes (but not limited to):

- Aboriginal or Torres Strait Island people

- members of the LGBTIQA+ community

- people living with disability

- people living in a 2019/2020 bushfire affected area

- people living in rural

- people on a low income

- people speaking a language other than English at home

- people who are unemployed

- single parents

- women and girls.

Applications that have a wider benefit beyond a hardly reached group will be accepted, but it is expected that hardly reached groups will have a greater benefit from the project.

5.1.1.3 Immediate impact to address the need for meaningful social connection opportunities

The **timing of the impact** and the **type of impact** for projects funded through The Big Connect is critical.

There is an **immediate need** for opportunities for **meaningful social connection**.

Therefore, applications must demonstrate how the project will immediately respond to community need and detail the strength of the impact of the meaningful social connection opportunities.

Timing of impact

To address an immediate need, funded projects will need no or minimal development or implementation lead times. As a result, to have immediate impact, VicHealth will prioritise funding for the following types of projects:

a) Scaling existing projects

b) Replicating existing projects

c) New innovative project that can be implemented quickly and has the potential to be scaled in the future

Type of project	Example	Note
Scaling existing projects	Where a project is currently in delivery and additional funding from The Big Connect will enable the project to be rapidly expanded to reach a wider audience (the 'wider audience' must be hardly reached young people) and therefore have greater impact	It is important to note that funding is not available to solely continue an existing project Funding applications to scale or replicate existing projects will need to demonstrate how funding through The Big Connect will lead to a greater immediate impact for the project target group/s
Replicating existing projects	Where a project is delivered in one area, setting or to a specific population group and additional funding from The Big Connect will enable the project to be rapidly adapted if necessary and implemented in a different area, setting or to a different project target group and therefore have greater impact	
New innovative idea that can be implemented quickly to address the immediate community need and has the potential for scale in the future	A new project that has minimal development and implementation lead time	Funding applications for new projects will need to demonstrate how the target group/s will immediately benefit from the project and how the project has potential to be scaled in the future

Type of impact

VicHealth is committed to providing all Victorians a future that is healthy. To achieve this ambitious aim, there is a need to ensure the funded projects reach as many people as possible and have a significant impact on health and wellbeing.

Therefore, VicHealth will prioritise applications that demonstrate both:

1. **Broad impact,** so that the number of people who benefit from the project is large (or has the potential to have broad reach), as opposed to a limited number of people

2. **Deep impact**, so those who benefit from the project benefit in a way that results in meaningful and sustained social connection as opposed to limited or passing social connection.

5.1.1.4 Sustained impact where project outcomes continue beyond the life of The Big Connect funding

Health promotion projects have the potential to not only provide positive short-term impacts but can lead to sustained long-term change where the benefits continue beyond the life of a project.

The Big Connect funding opportunity is aiming to provide funding opportunities for projects that have both immediate and long-term sustained impact.

Sustained impact may be at the participant level and/or an organisational level.

Sustained change at a participant level

A participant may continue to benefit from the project after the project concludes through the continuation of the social connections that were made during the project. For example, the participant may continue to be involved in a community group that they connected to as part of the project.

Sustained change at an organisational level

Project benefits can continue within an organisation by changes that were implemented as part of the project. For example, an organisation may change policies and procedures to engaging young people as part of the project which continue as core-business when the project concludes. The change in policy and procedures is likely to have an ongoing benefit for young people who engage with the organisation in the future.

VicHealth will prioritise applications that can demonstrate the potential for sustained impact at either an individual and/or organisation level.

5.1.2   Focus areas

VicHealth has been asking young people across Victoria and their parents/carers about challenges they are facing and what would help them be better connected. The Big Connect funding opportunity focus areas are directly informed by what we've heard from young people and their parents/carers about what they want or have expressed a need for to be better connected.

Applications must include at least one of the following focus areas that will deliver social connection outcomes by:

a)   supporting young people to feel like they belong to a community or their local neighbourhood through building connections between young people, with their communities and strengthen a sense of belonging to a group or network; and/or

b)   creating opportunities and address barriers to participation for example: in active recreation, play and sport, the arts and culture, healthy food system initiatives or other wellbeing activities. Can include new ideas or adapting existing approaches for new settings or target group (e.g. supporting the introduction of girls, hardly reached groups, unstructured or social activities); and/or

c)   destigmatising and increasing the understanding of loneliness, social isolation and mental health issues.

5.1.3   Co-design

Funding applications for 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.

5.2 What will and will not be funded

5.2.1   What WILL be funded

Funding is available for essential goods or services directly relating to the project.

Applicants will be required to itemise their budget in their application using a budget template provided. The budget template is available here.

The table below details the type of goods and services that are eligible to be funded.

Category of items that will be funded	Example
Equipment, materials or other items, including sporting equipment and uniforms	need is a by-product of what an applicant is trying to achieve through their investment
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 sustained benefit to the community	upskilling staff in short courses
Minor capital works, infrastructure (including IT infrastructure), building works or assets, not exceeding 20% of the total project funding value*	purchase must directly facilitate the outcomes of the idea/ project/activity. Review FAQs on the VicHealth website for more information
Modification of existing environment or infrastructure to support delivery of COVIDSafe project activity, not exceeding 20% of the total project funding value*	purchase must directly facilitate the outcomes of the idea/ project/activity. Review FAQs on the VicHealth website for more information
Access costs to cover any specific access costs that will help remove barriers for the project target group to participate in the project	Auslan, captioning, audio description, materials in other formats

5.2.2   What WILL NOT be funded

The table below details the type of goods and services that are NOT eligible to be funded.

Funding is not available for the following
Funding through this funding opportunity is NOT available for the purpose of expanding or extending a successful Reimagining Health grant awarded in December 2020 or June 2021
Equipment, materials, staffing costs or overheads not directly related to implementation of the idea
Purchase of land
Health service delivery, early intervention, treatment, rehabilitation or prevention of specific diseases
Reimbursement for expenses already incurred, or funded by another source
One-off events, fundraising or activities (note: events that support the delivery of an idea are permitted, however events delivered in isolation and without connection to other health promotion activities are not eligible for funding)
Tertiary level education qualifications, e.g. enrolment costs of a diploma or degree at the tertiary level
Activities better placed for support through more suitable local, state or federal funding sources
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% of more of the total project funding budget allocated to capital works, infrastructure (including IT infrastructure), building works, or assets.

6. HOW TO APPLY FOR FUNDING

6.1   Application steps

1. Visit the VicHealth website:

- Read supporting information

- Download the Big Connect Application Drafting Tool from the VicHealth website to review application questions, draft your application and collaborate on it with colleagues

- Download the Budget Template and Timeline/Work Plan Template

2. Submit your application online via the VicHealth Stakeholder Portal, which can be

accessed from the VicHealth website.

- A completed Budget must be uploaded with all applications (excel files only)

- A completed Timeline/Work Plan must be uploaded with all applications (word or PDF files only)

- If applying under an Auspice arrangement, please review the Big Connect Application Drafting Tool, available from the VicHealth website, for specific instructions on how to enter information on your auspice arrangement

- See the VicHealth website for Stakeholder Portal support, including FAQs, how to guides, and log–in/IT assistance

Note for all applicants: a declaration of any current, planned or past 12–month relationships with food, sugary drink, alcohol or gambling industries is required by VicHealth. This declaration does not affect your eligibility to apply, but declarations will be assessed by VicHealth for potential risk. Review VicHealth's Harmful Industry Relationship Funding and Procurement Policy or view this video for more information on the types of relationships that need to be declared.

6.2 Timelines

Milestone	Date
Applications open	**9:00 am** Tuesday 26 October 2021
Online briefing session Register here	**1:30–2:30 pm** Thursday 4 November 2021
Applications close	**2:00 pm** Tuesday 7 December 2021
Funding notification	Mid to late March 2022
Funded activity	April 2022 – September 2023

6.3 Application questions

The application questions are based on the project and organisation eligibility criteria and assessment criteria.

All questions are outlined in the Big Connect Application Drafting Tool. Applicants should download the drafting tool to review all the application questions.

There are tips for applicants provided through the Drafting Tool, applicants are encouraged to read and consider the tips as they prepare the application.

6.4 Assessment process and assessment criteria

6.4.1 Assessment process

The assessment process has two parts:

1. Eligibility assessment

2. Assessment against assessment criteria

All funding applications will first be assessed against both the 'organisational eligibility' and 'project eligibility criteria' requirements. If an application does not meet all requirements, it will not be assessed.

A team comprising VicHealth staff and external assessors, including young people, will score and shortlist applications based on how they meet the assessment criteria. 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.

Importantly, 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.

6.4.2 Assessment criteria

Applications will be assessed based upon the following criteria:

Criteria	Weighting
Primary outcome – increase access to opportunities for meaningful social connection	Pass/Fail
Primary project target group of a hardly reached group aged 0–25 years and/or families	Pass/Fail
Immediate impact	20%
Sustained impact	20%
Strength of project design	20%
Addressing a community need	10%
Demonstrating value for money	10%
Capacity to deliver	20%

Further explanation about each criterion is detailed below.

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6.4.2.1　Primary outcome – Increase access to opportunities for meaningful social connection

The primary outcome of the project must be to increase access to opportunities for social connection.

This criterion is a pass/fail criteria. Only projects that have a primary outcome of increasing access to opportunities for meaningful social connection will be considered for funding.

Further information about the primary outcome can be found in section 5.1.1.1.

6.4.2.2　Primary project target group of a hardly reached group aged 0–25 years and/or families

The primary project target group must be a hardly reached group aged 0–25 years and/or families.

This criterion is a pass/fail criteria. Only projects that have a primary project target group of a hardly reached group aged 0–25 and/or families will be considered for funding.

Further information about the primary project target group can be found in section 5.1.1.2.

6.4.2.3　Immediate impact

The timing of the project impact will be immediate to address the immediate need in the community.

The project will:

- have significant reach into the target group (for existing projects)

- increase access to opportunities for meaningful social connection aligned to target group need

- result in meaningful and sustained social connection and not just passing/limited connection

- have the potential to have significant reach if scaled (for new innovative projects).

Further information about immediate impact can be found in section 5.1.1.3.

6.4.2.4　Sustained impact

The project demonstrates its capacity to continue to provide social connection impact beyond the funding period at an individual level.

Further information about sustained impact can be found in section 5.1.1.4.

6.4.2.5　Strength of project design

The project resources, activities and items requested are appropriate and well planned.

The project workplan timeline is feasible.

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The application demonstrates that young people or parents/carers have been (or will be) engaged in the development of the idea/program. VicHealth will prioritise those that are co-designed with children and young people, their carers or families, i.e. the project/idea is youth-led or co-designed (hands over power to young people in the ways that they want).

Participation in the project is easy as there are few or no barriers to participation.

There is a clear pathway for project participation recruitment and ongoing engagement.

6.4.2.6 Addressing a community need

The application:

- clearly identifies the social connection need the project will address

- demonstrates well developed understanding of target group lived experience and self-identified needs

- demonstrates the need of the target group including an understanding of the barriers to, or enablers of, social connection.

6.4.2.7 Demonstrating value for money

The funding amount requested accurately reflects the scope of the application and likely impact i.e. a greater impact would be expected from projects requesting higher funding amounts.

The project is financially viable and demonstrates sound management.

6.4.2.8 Capacity to deliver

The delivery organisation is well placed to execute the project.

Appropriate partnerships are established and demonstrate an ability to work with them collaboratively.

7. EXPECTATIONS OF SUCCESSFUL APPLICANTS

All applicants should read the 'Information for all applicants' webpage where important information is provided about:

- Key points before you begin a funding application
- General information about VicHealth
- General eligibility conditions
- Getting help with grant applications
- Important conditions of funding
- Privacy of your information
- Freedom of Information request
- Intellectual property
- Finding out if your application was successful.

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7.1 Responsibilities of successful applicants

7.1.1 Funding agreement

All successful applicants – including Auspice organisations if applicable, will be required to enter into a funding agreement with VicHealth.

The funding agreement terms and conditions are available here.

Requests for changes to the funding terms and conditions will not be accepted by VicHealth.

7.1.2 Child Safe practices

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.

Projects funded through The Big Connect that provide services to children (under 18)* must:

a) comply with the new Victorian Child Safe Standards; and

b) ensure all employees and persons engaged for the project comply with the Child Wellbeing and Safety Act 2005 (Vic); and

c) obtain or maintain for the duration of the project, insurance that provides indemnity for liability for Child Abuse.

More information on VicHealth's commitment to the wellbeing and safety of children and young people can be found here.

7.1.2.1 Victorian Child Safe Standards

All organisations in Victoria that provide services or facilities for children are required to comply with Child Safe Standards, to ensure that the safety of children is promoted, child abuse is prevented, and allegations of child abuse are properly responded to.

The Child Safe Standards are minimum compulsory standards for all organisations that interact with children and young people. The Standards aim to prevent abuse through a focus on cultural change and help to protect children from the risks of abuse.

On 1 July 2021 the Victorian Government announced new Child Safe Standards to more closely align with the National Child Safe Principles.

These New Standards come into effect on 1 July 2022.

Contact the Commission for Children and Young People for more information and to view the new Standards, or send them an email.

7.1.2.1   Complying with the Child Wellbeing and Safety Act 2005 (Vic)

Applications that include services delivered to children will require funded organisations to;

a) ensure all employees and persons engaged for the project comply with Child Wellbeing and Safety Act 2005 (Vic) and the Worker Screening Act 2020 (Vic),

• obtain copies of valid Working with Children Check (WWCC) for all employees and persons engaged for the project, that work directly with unsupervised children, and

• obtain or maintain for the duration of the project, insurance that provides indemnity for liability for Child Abuse.

• Implement or have Child Safe standards and practices for relevant staff within the organisation.

Definition of Services to Children

VicHealth's definition for 'Services to children' means services provided by a non-government entity that is responsible for:

1. the supervision of, or

2. authority over, a child or young person under 18 years old.

3. This includes the provision of care, education, services or activities for children.

This definition would include the activities of organisations facilitating regular sports training, band or theatre rehearsals, homework clubs, mentoring etc. where a parent, guardian, caregiver, or teacher is not in attendance.

It does not include one-off activities, nor incidental or ad hoc contact with children.

'Services to children' does not apply to funded activities where:

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

• Ad hoc or incidental contact. Where the services may involve the possibility of ad hoc or incidental contact only (eg purchasing of equipment or maintenance services for a sports or cultural facility that could be used by children).

• One-off activities provided on non-recurrent funding. Short-term event-based activities where unsupervised children may or may not be in attendance but are not under the control of the funded organisation (eg one-day come and try events, audiences at a concert).

7.1.3   COVIDSafe

All funded projects must ensure all project activities are delivered using COVIDSafe methods and if any COVID-19 related risks or exposure sites arise, VicHealth must be advised immediately.

7.1.4 Insurance

All successful applicants will be required to maintain and hold all necessary and adequate insurance cover for the purpose of the project, and 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.

7.2 Reporting

7.2.1 Progress report

All funded projects be required to submit a progress report using a template provided by VicHealth.

7.2.2 Final report

All funded projects will be required to submit a final report using a template provided by VicHealth.

7.2.3 Progress meetings with VicHealth

Where requested, funded projects will be required to meet with VicHealth to provide a verbal update on the progress of the project.

7.3 Acquit funding

All funded projects will have to provide VicHealth complete records of how funding is spent by submitting an acquittal report. VicHealth will provide an acquittal template to be submitted after the conclusion of the project.

7.4 Evaluation

Successful applicants will be required to deliver on VicHealth evaluation requirements. This may include participating in interviews with the evaluator, obtaining basic contact information from participants (e.g mobile numbers) and distributing surveys.

7.5 Participation in Capacity Building/Community of Practice

Successful applicants will be required to take part in a capacity building program to support the scaling of ideas, share insights and input into shared learnings.

It is anticipated that the capacity building program will include a series of online and/or face-to-face meetings throughout the funding period. It is expected that preparatory work may be required prior to each meeting to maximise the effectiveness and efficiency of each meeting. Preparatory work may include the completion of a survey or developing a project presentation to be delivered at the meeting.

7.6 Publicly acknowledge VicHealth funding

Successful applicants will be required to meet the following VicHealth branding requirements:

- Future Healthy branded signage (to be provided by VicHealth) to be displayed at all relevant funded spaces/locations.

- VicHealth and Future Healthy logo lock up to be used on all promotional materials.

7.7 Provide permission for VicHealth to use and share project materials

Successful applicants will give permission to VicHealth to share images, video, audio or project materials in VicHealth reporting, social media or other promotional activities. The successful applicant must ensure that any person featured prominently in an image, video or audio has signed a consent form which acknowledges and agrees to permissions of use for VicHealth. This clause will be provided in the successful applicant's funding agreement.

8. CONTACT AND ENQUIRIES

Please review the VicHealth website for up-to-date information about this funding opportunity. To speak with someone at VicHealth, you can submit a question via the VicHealth Stakeholder Portal, or you can get in touch via email at partnershipgrants@vichealth.vic.gov.au. Please note our business hours are 9 am to 5 pm Monday to Friday (excluding public holidays).

Note: Due to volume of enquiries, and in fairness to all applicants we **cannot provide feedback on individual ideas or provide advice**. If your organisation is eligible to apply, and you think your idea meets the intention of this funding – please submit!

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

- 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.

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