



ACT
Government

ACT HEALTH PROMOTION GRANTS PROGRAM

**HEALTHY CANBERRA GRANTS:
FOCUS ON REDUCING ALCOHOL-RELATED HARM**

FUNDING GUIDELINES

Applications close at 4pm 7 December 2018

ACT HEALTH DIRECTORATE

OCTOBER 2018

ACCESSIBILITY

The ACT Government is committed to making its information, services, events and venues as accessible as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an alternative format such as large print, please phone 13 22 81 or email HealthACT@act.gov.au



If English is not your first language and you require a translating and interpreting Service, please phone Canberra Connect on 13 22 81.

If you are deaf, or have a speech or hearing impairment and need the teletypewriter service, please phone 13 36 77 and ask for 13 22 81.

For speak and listen users, please phone 1300 555 727 and ask for 13 22 81. For more information on these services visit www.relayservice.com.au

© Australian Capital Territory, Canberra, October 2018.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without written permission from the Territory Records Office, Community and Infrastructure Services, Territory and Municipal Services, ACT Government, GPO Box 158, Canberra City ACT 2601.

Enquiries about this publication should be directed to ACT Government Health Directorate, Communications and Marketing Unit, GPO Box 825 Canberra City ACT 2601 or HealthACT@act.gov.au

www.health.act.gov.au \ www.act.gov.au

Enquiries: Canberra 13ACT1 or 13 22 81

ENGLISH	If you need interpreting help, telephone:
ARABIC	إذا لاحتجت للمساعدة بالترجمة الشفوية، إتصل بالهاتف:
CHINESE	如果您需要口译员帮助，请拨电话:
CROATIAN	Ako trebate pomoć tumača telefonirajte:
DARI	اگر به کمک ترجمه شفاهی ضرورت دارید، به این شماره تیلیفون کنید:
GREEK	Αν χρειάζεστε διερμηνέα τηλεφωνήστε στο:
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
LAO	ຕ້ອນ ການອາວຸດອາເວີອີງຊັງລາວ ມາດາສາ. ວິທີໂທ: 132281
MALTESE	Jekk għandek bżonn l-ghajnuna t'interpretu, ċempel:
PERSIAN	اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:
RUSSIAN	Если вам нужна помощь переводчика, звоните по телефону:
SPANISH	Si necessita la asistencia de un intérprete, llame al:
VIETNAMESE	Nếu bạn cần một người thông ngôn hãy gọi điện thoại:
HEALTH CARE INTERPRETERS 6205 3333	
TRANSLATING AND INTERPRETING SERVICE	
13 22 81	
Canberra and District – 24 hours a day, seven days a week	

CONTENT

ACCESSIBILITY	2
ABOUT HEALTHY CANBERRA GRANTS: FOCUS ON REDUCING ALCOHOL-RELATED HARM.....	5
FUNDING PRIORITIES	5
REDUCING THE RISK OF ALCOHOL-RELATED HARM OVER A LIFETIME	6
REDUCING THE RISK OF SINGLE-OCCASION DRINKING HARM.....	6
DELAYING THE UPTAKE OF ALCOHOL CONSUMPTION	7
REDUCING THE RISK OF ALCOHOL-RELATED HARM IN PREGNANCY	7
AVAILABLE FUNDING AND PROGRAM DELIVERY TIME FRAME	8
ELIGIBILITY REQUIREMENTS	8
FUNDING EXCLUSIONS: ACTIVITIES AND BUDGET ITEMS THAT WILL NOT BE FUNDED.....	9
ASSESSMENT CRITERIA.....	10
IMPORTANT INFORMATION ABOUT THE APPLICATION PROCESS	12
APPLYING USING THE SMARTYGRANTS ONLINE GRANTS MANAGEMENT SYSTEM.....	12
PLEASE NOTE: THIS IS A SINGLE-STAGE APPLICATION PROCESS	12
PLANNING YOUR PROGRAM	12
SELECTION PROCESS.....	12
ADMINISTRATIVE REQUIREMENTS FOR SUCCESSFUL APPLICANTS.....	12

KEY DATES	13
CONTACT INFORMATION.....	13

ABOUT HEALTHY CANBERRA GRANTS: FOCUS ON REDUCING ALCOHOL-RELATED HARM

Healthy Canberra Grants: Focus on Reducing Alcohol-Related Harm provides funding for community-based activities to improve the health of Canberrans, with a particular focus on preventing and reducing harm from alcohol consumption.

Excessive consumption of alcohol has both immediate and longer term health effects ranging from loss of function, ill health, injury, and disease to premature death. There are also far reaching social and economic impacts that affect not only the individual, but families and communities as well.

Alcohol consumption remains a concern for Canberrans with the majority of residents drinking alcohol and some groups in particular drinking at levels that put them at risk of ill health and harm in the short and long term.

Reducing alcohol-related harm is multi-faceted and opportunities to address the impact by preventing and reducing the excessive consumption of alcohol are encouraged. It is important to not only promote messages of safer drinking levels to prevent harm in the first place but to also address the issues of excessive alcohol consumption and reduce the current levels of associated harm. A shift in the current culture and social norms around alcohol consumption is required.

FUNDING PRIORITIES

A large proportion of the burden of disease and injury in the ACT community is a result of chronic disease conditions. We know that harmful alcohol consumption is a significant contributor to this burden and must be addressed as a risk factor. We can do this by encouraging people to develop and maintain healthy lifestyles and create supportive environments for this to happen. The cumulative effects of excessive alcohol consumption is associated with adverse long term health outcomes.

As well as negative effects on the body, excessive alcohol consumption on a single occasion can lead to a greater risk of accidents and resulting injuries or even death. Alcohol-related harm is responsible for a significant burden on our health system, not only as a result of disease but also through hospitalisations and Emergency Department presentations for the treatment of injuries and associated ill health.

Healthy Canberra Grants: Focus on Reducing Alcohol-Related Harm will therefore give priority to programs that use a population health approach to:

- > reduce the risk of alcohol-related harm over a lifetime
- > reduce the risk of single occasion drinking harm
- > delay the uptake of alcohol consumption
- > reduce the risk of alcohol-related harm in pregnancy

Proposals should be consistent with the [Australian Guidelines to Reduce Health Risks from Drinking Alcohol](#), the [National Drug Strategy 2017-2026](#) and the [ACT Drug Strategy Action Plan 2018-2021 \(draft\)](#). Our funding priorities are informed by the health status of the ACT community and the ACT Government's commitment to supporting healthy and active living. For more information about the health of the ACT population, please refer to [Healthy Canberra, Australian Capital Territory Chief Health Officer's Report 2018](#).

More details about each funding priority are provided below.

REDUCING THE RISK OF ALCOHOL-RELATED HARM OVER A LIFETIME

Lifetime risky drinking is the accumulated risk from drinking alcohol either on many occasions or regularly (for example, daily) over a lifetime. The lifetime risk of harm from alcohol-related disease or injury increases with the amount consumed.

Many chronic diseases, and the poor physical and mental health experienced in older age, are not an inevitable part of life but the result of the cumulative effects of unhealthy environments and lifestyle behaviours. We know that drinking at lifetime risky levels is a significant contributor to this poor health status and must be addressed as a risk factor. In the ACT, alcohol accounts for 4.2% of the total burden of disease, making it the fourth-highest preventable risk factor leading to ill-health.

The [Healthy Canberra, Australian Capital Territory Chief Health Officer's Report 2018](#) notes that Canberrans between the age of 40 and 49 were the most likely to drink alcohol at levels that put them at risk of long term harm. It also notes that one in five ACT males aged 14 years and older drank alcohol at levels that put them at risk of lifetime harm.

We encourage applications for programs that aim to address the risks associated with lifetime risky drinking levels particularly for the high risk groups referred to above.

REDUCING THE RISK OF SINGLE-OCCASION DRINKING HARM

Single-occasion risky drinking of alcohol is defined as drinking more than four standard drinks on a single occasion. Excessive alcohol consumption on a single occasion can lead to a greater risk of accidents and resulting injuries or even death. Short term harms associated with risky drinking include alcohol poisoning; road trauma, drowning and falls; blackouts and memory loss; and sexual risk taking and violence. There is significant concern relating to risky drinking on a single occasion especially among young people.

It is reported in [Healthy Canberra, Australian Capital Territory Chief Health Officer's Report 2018](#) that 16.5% of ACT men aged 14 years and older engaged in risky drinking at least weekly which is three times higher than ACT women.

We therefore encourage applications for programs that aim to address the risks associated with single-occasion risky drinking levels particularly for the high risk group referred to above.

DELAYING THE UPTAKE OF ALCOHOL CONSUMPTION

A key strategy in reducing alcohol-related harm is delaying the uptake of consumption in the first place as a critical early intervention approach. It is especially important in young people to encourage lifelong healthy behaviours early, and as a group, they generally have higher rates of risky behaviours than the broader population. Children under 15 years of age are also at the greatest risk of harm from drinking alcohol as the developing brain is highly susceptible to damage. Encouraging young people to delay the uptake of alcohol consumption fosters more positive lifelong drinking patterns.

Around 1 in 10 Canberrans aged 14 years and older engaged in risky drinking at least once a week in 2016.

Applications are therefore encouraged for programs that prevent uptake and delay first use of alcohol especially for young people under 18 years of age.

REDUCING THE RISK OF ALCOHOL-RELATED HARM IN PREGNANCY

Alcohol consumption during pregnancy and breastfeeding can result in harms to the unborn child or breastfeeding baby. The harms to the unborn child can be collectively referred to as Fetal Alcohol Spectrum Disorder (FASD) and range from birth defects to behavioural and developmental abnormalities. The symptoms vary between individuals and may contribute to lifelong health problems.

Not drinking alcohol during pregnancy and whilst breastfeeding, or when planning a pregnancy is the safest option.

Applications for programs that reduce the risk of alcohol-related harm in pre-pregnancy, pregnancy and during breastfeeding are encouraged.

Program ideas to address the funding priorities may include:

- > **Increasing public knowledge of drinking guidelines and understanding of alcohol-related risk.**
Applications are invited for programs which increase public knowledge of safe drinking guidelines.
- > **Increasing public knowledge of the link between alcohol use and chronic disease, including cancers and cardiovascular diseases.**
Applications are invited for programs which increase public knowledge of the link between alcohol use and chronic disease, including through the use of health promotion campaigns.
- > **Providing evidence-based harm reduction information targeting, for example, schools, tertiary education or other relevant population groups.**
Applications are invited for programs which focus on specific groups who may benefit from harm-reduction activities.
- > **Preventing secondary supply of alcohol to under-18s by parents and friends.**
Applications are encouraged for programs that provide new and innovative responses to prevent uptake, delay first use and therefore reduce alcohol problems in under-18s.

> **Reducing the consumption of alcohol during pregnancy and increasing awareness of the impacts of Fetal Alcohol Spectrum Disorder.**

Applications are invited for programs which aim to educate on the harms associated with the consumption of alcohol during pregnancy and ways to address this consumption.

> **Reducing the promotion and availability of alcohol within specific settings and at key public events**

Applications are invited for programs that aim to reduce the promotion and availability of alcohol within settings and key public events, such as sporting and public events where children are present.

AVAILABLE FUNDING AND PROGRAM DELIVERY TIME FRAME

This funding opportunity provides up to \$1.38 million in grants, for multi-year programs delivered through to 30 June 2021. We aim to fund programs of sufficient scale to produce measurable, positive health benefits across the ACT population. Therefore applications should be for an amount greater than \$15,000 for each year of funding requested. For programs with a value less than \$15,000 please consider applying to the Health Promotion Innovation Fund. More information about the Health Promotion Innovation Fund is available on the [ACT Health Promotion Grants Program](#) website.

Applications should demonstrate how the proposed program will become sustainable in the longer-term and not reliant on grant funding. Successful applicants should have no expectation that funding will be renewed beyond the grant period, or that receiving a grant in any way represents a commitment to recurrent funding.

ELIGIBILITY REQUIREMENTS

Please note: Ineligible applications will not be assessed for funding. To be eligible, applicants must meet all of the following criteria:

1. The applicant organisation must be one of the following types:
 - a. a not-for-profit incorporated association or company (see Note 1 below)
 - b. a not-for-profit organisation with other legal status (see Note 1 below)
 - c. a government agency or statutory body
 - d. an ACT Government school, Independent school, Catholic Systemic or Catholic Non-systemic school
 - e. a not-for-profit organisation in an auspice arrangement (see Note 2 below) with one of the above.
2. Applicants (or auspice organisations) must have a current public liability insurance policy with cover of a minimum of \$10 million per event. Applicants (or auspice organisations) without current insurance must provide evidence of a quotation for public liability insurance.

3. Applicants (or auspice organisations) must have an ABN or provide evidence they have applied for one.
4. Applicants must deliver grant funded activities in the ACT for ACT residents.
5. Applicants must ensure that the declaration at the end of the application is made by the Chief Executive Officer, or equivalent, of the applicant organisation (or the auspice organisation if applicable). This person must have ultimate financial and management responsibility for the organisation.
6. Applicants (and auspice organisations) must not have overdue reporting requirements including financial acquittal for any previous ACT Government grant.
7. Applicants (or auspice organisations) must be a viable legal entity as defined by the Australian Tax Office. Applicants may be asked to provide copies of recent audited financial statements to help support their claim of financial viability.
8. Applicants (or auspice organisations) must not be a political party.

Note 1:

A not-for-profit organisation is defined as one where the constitution of the organisation:

1. requires the company to pursue charitable purposes only and to apply its assets and income in promoting those purposes
2. prohibits the making of distributions directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation
3. requires that in the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members

Note 2:

An auspice is an organisation that accepts legal responsibility (including financial accountability) for a project. If your organisation is not a legal entity, you will need to arrange for an organisation that has legal status to act as an auspice.

FUNDING EXCLUSIONS: ACTIVITIES AND BUDGET ITEMS THAT WILL NOT BE FUNDED

(Please note: applications seeking substantial amounts for excluded activities and items will not be assessed)

- > Proposals that do not address the funding priorities outlined above.
- > Programs which are primarily research-based. Applicants are however encouraged to consider linkages with research institutions and ongoing translational research in chronic disease prevention within the ACT.

- > Programs which are primarily training-based. Training costs will only be considered, to a limited extent, if it is demonstrated that they are essential to the outcome of the project.
- > Programs that are primarily involved with fundraising, prizes, competitions, awards or conducting conferences and events.
- > Travel and accommodation costs will not generally be funded. Such costs may be considered, to a limited extent, if it is demonstrated that they are essential to the outcome of the project.
- > Fees for attendance at conferences and trade exhibitions.
- > Applications for equipment only. Applications with project budgets solely for equipment items will not be assessed for funding. Purchase of equipment may be considered to a limited extent if it is demonstrated to be essential to the outcome of the project.
- > Costs associated with capital works, purchase of vehicles, building works such as kitchens, decks etc.
- > Costs associated with activities that have already taken place.
- > Costs of products or activities which are core business of the organisation. These include the infrastructure costs associated with running an organisation (e.g. employment of core staff, equipment, core programs, leasing or property maintenance).
- > Applications seeking repeated funding for programs previously funded under Healthy Canberra Grants.
- > Applications from the alcohol industry and related industries, and/or industry-funded and affiliated bodies such as trade organisations.

ASSESSMENT CRITERIA

Applications will be assessed against the assessment criteria in the table below. These criteria have different importance and this is reflected in the maximum possible score against each one. The total scores across all criteria will form the basis for the initial ranking of applications.

Assessment Criteria	Score	Scored out of
1. Contribution to the reduction of alcohol-related harm <ul style="list-style-type: none"> > The program or proposal directly contributes to the prevention and/or reduction of harm from excessive alcohol consumption within the priority funding areas. 	6	6
2. Evidence of need <ul style="list-style-type: none"> > The application outlines the reasons why the proposed program is needed for the community/target group including the chosen approach to the prevention and/or reduction of alcohol-related harm. 	5	5

Assessment Criteria	Scored out of
<p>3. Value for money</p> <ul style="list-style-type: none"> > The application demonstrates value for money, by matching a realistic budget with potential population health improvements. > Efficiency, effectiveness and economy are key factors that will be considered by an assessment panel. 	5
<p>4. A population health approach</p> <ul style="list-style-type: none"> > The program is based on population-wide, community-based approaches with aims of keeping the population healthy (rather than one-to-one treatment based interventions or direct health service delivery). > The program demonstrates the ability to improve health and wellbeing behaviours, knowledge and attitudes at a population level. 	4
<p>5. Evidence of partnerships</p> <ul style="list-style-type: none"> > The application demonstrates a capacity and commitment to working in partnership in the delivery of the program. > The application provides evidence of the role and contribution of relevant key partners. 	3
<p>6. Program planning and evaluation</p> <ul style="list-style-type: none"> > The application includes clear objectives, realistic timeframes and realistic milestones. > The application demonstrates the capacity to collect and interpret relevant data and capacity to evaluate the program's impact. 	2
<p>7. Evidence of health promotion practices and principles</p> <ul style="list-style-type: none"> > The proposed program incorporates health promotion principles and practices in its design and delivery. 	2

IMPORTANT INFORMATION ABOUT THE APPLICATION PROCESS

APPLYING USING THE SMARTYGRANTS ONLINE GRANTS MANAGEMENT SYSTEM

The ACT Health Promotion Grants Program uses the SmartyGrants online grants management system. This system streamlines application and grants management processes. You can find the Healthy Canberra Grants application form at <https://acthealth.smartygrants.com.au/>.

PLEASE NOTE: THIS IS A SINGLE-STAGE APPLICATION PROCESS

Your application must be submitted by 4pm on 7 December 2018. Late applications will not be accepted.

PLANNING YOUR PROGRAM

We strongly encourage you to contact the ACT Health Promotion Grants Program to discuss your proposal well in advance of the closing date. Details are provided in the contact information section.

SELECTION PROCESS

Successful grants will be selected by an assessment panel comprised of senior officials from the ACT Health Directorate and a community representative. The panel may seek technical advice about aspects of your application if necessary. It may also seek input from other ACT Government directorates if relevant. The panel will score your application against the above-listed selection criteria.

The applications recommended for funding by the panel will go to the Deputy Director-General of the ACT Health Directorate for approval, and a list of successful applications will be provided to the ACT Minister for Health and Wellbeing.

ADMINISTRATIVE REQUIREMENTS FOR SUCCESSFUL APPLICANTS

All successful applicants will be required to:

- > submit a more detailed program and evaluation plan
- > enter into a Deed of Grant – a legal contract
- > be responsible for performance reporting and financial acquittal against the grant within specified timeframes
- > appropriately acknowledge the ACT Government for the funding assistance provided

KEY DATES

Applications open:	30 October 2018
Applications close:	4pm 7 December 2018. No Late applications accepted
Decision advised:	Expected April 2019

CONTACT INFORMATION

For further information please contact the ACT Health Promotion Grants Program:

Telephone:	(02) 6205 1325
Email:	hpgrants@act.gov.au
Web:	www.health.act.gov.au/hpgrants
SmartyGrants:	https://acthealth.smartygrants.com.au



ACT
Government

ACT Health Directorate

OCTOBER 2018