



**ACT**  
Government

# **ACT HEALTH PROMOTION GRANTS PROGRAM**

**HEALTHY CANBERRA GRANTS:  
FOCUS ON PREVENTING DIABETES**

**FUNDING GUIDELINES**

**Applications close at 4pm 7 December 2018**

ACT HEALTH DIRECTORATE

OCTOBER 2018

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## ABOUT HEALTHY CANBERRA GRANTS: FOCUS ON PREVENTING DIABETES

Healthy Canberra Grants: Focus on Preventing Diabetes provides funding for community-based activities to improve the health of Canberrans, with a particular focus on encouraging healthy lifestyles to prevent diabetes. This funding is for programs that use a population health approach to prevent the onset of diabetes by keeping the community healthy and well rather than supporting individuals to manage their pre-existing condition.

A large proportion of the burden of disease in the ACT community is due to chronic diseases such as diabetes. In the four years from 2011/12 the number of people in the ACT reported to have diabetes increased by approximately 2,200 to 16,200 persons in 2014/15.

The aim of Healthy Canberra Grants: Focus on Preventing Diabetes, is to fund activities that address specific risk factors and/or particular groups in the community for which diabetes is a growing concern. We want to keep our ACT community well and active and encourage applications for programs that foster lifestyle behaviours that enhance wellbeing.

## FUNDING PRIORITIES

Diabetes is affecting a growing number of people in the ACT, leading to adverse impacts on the wellbeing of the community and contributing to escalating healthcare costs. This is mainly due to an increase in lifestyle risk factors such as overweight and obesity, poor eating habits and sedentary lifestyles. Therefore, we need to address these risk factors and encourage people to develop and maintain healthy lifestyles and create supportive environments for this to happen.

There are also specific times during the lifecourse where diabetes can present specific risks or impacts. An emerging concern is the growing rate of gestational diabetes. The rate of gestational diabetes has been rapidly increasing over the last five years with an additional 500 women needing specialist health care. Gestational diabetes has negative outcomes for both mother and baby in the short and long term. In the short term, there are increased risks during pregnancy and delivery. In the long term, women with gestational diabetes are at a greater risk of developing diabetes later in life and their babies are more likely to be obese and develop diabetes themselves.

Important risk factors contributing to the rising numbers of women with gestational diabetes include increasing lifestyle related risk factors, maternal age and ethnic diversity of mothers. Women most likely to develop gestational diabetes are those who are overweight or obese, identify as Aboriginal and/or Torres Strait Islander, or those women from ethnic backgrounds such as South-East Asian.

Healthy Canberra Grants: Focus on Preventing Diabetes will therefore give priority to programs which use a population health approach to:

- > create health promoting environments that encourage healthy eating, increased physical activity levels and reduced sedentary behaviours
- > provide messages and tools to increase knowledge of diabetes risk factors in high risk population groups, and encourage positive behaviour change
- > support people to improve their eating habits and increase their physical activity levels

## HEALTHY CANBERRA GRANTS: FOCUS ON PREVENTING DIABETES FUNDING GUIDELINES

For the following priority target groups:

- > women of reproductive age and their families
- > Aboriginal and/or Torres Strait Islander women of reproductive age and their families
- > Culturally and Linguistically Diverse women of reproductive age and their families

Program ideas may include:

- > a social marketing or education campaign with a focus on messaging that encourages positive behaviour change
- > activities that encourage improved healthy food and drink choices; improved eating habits and increased physical activity levels
- > activities that support positive changes in the food environment across a range of settings including schools, workplaces and sporting clubs
- > delivery of innovative approaches, including interactive technologies to support lifestyle improvements

Applications should be consistent with the [Australian National Diabetes Strategy 2016-2020](#) (the National Strategy) and associated implementation plan. Applications for programs that align with *Goal 1: Prevent people developing type 2 diabetes* from the National Strategy, in particular national priority action 1.3 of the implementation plan, are strongly encouraged.

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 health in the ACT, visit the [ACT Chief Health Officer's Report 2018](#).

## AVAILABLE FUNDING AND PROGRAM DELIVERY TIME FRAME

This funding opportunity provides up to \$1.33 million in grants, for programs delivered through to 30 June 2020. 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 ACT Health.
- > 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.

## 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	Scored out of
<p><b>1. Contribution to the prevention of diabetes at a population level</b></p> <ul style="list-style-type: none"> <li>&gt; The program directly contributes to at least one of the funding priorities and associated target groups for the prevention of diabetes.</li> </ul>	6
<p><b>2. Evidence of need</b></p> <ul style="list-style-type: none"> <li>&gt; The application outlines the reasons why the proposed program is needed for the community/target group including the chosen approach for the prevention of diabetes.</li> </ul>	5
<p><b>3. Value for money</b></p> <ul style="list-style-type: none"> <li>&gt; The application demonstrates value for money, by matching a realistic budget with potential population health improvements.</li> <li>&gt; Efficiency, effectiveness and economy are key factors that will be considered by an assessment panel.</li> </ul>	5
<p><b>4. A population health approach</b></p> <ul style="list-style-type: none"> <li>&gt; 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).</li> <li>&gt; The program demonstrates the ability to improve health and wellbeing behaviours, knowledge and attitudes at a population level.</li> </ul>	4
<p><b>5. Evidence of partnerships</b></p> <ul style="list-style-type: none"> <li>&gt; The application demonstrates a capacity and commitment to working in partnership in the delivery of the program.</li> <li>&gt; The application provides evidence of the role and contribution of relevant key partners.</li> </ul>	3

Assessment Criteria	Scored out of
<p><b>6. Program planning and evaluation</b></p> <ul style="list-style-type: none"> <li>&gt; The application includes clear objectives, realistic timeframes and realistic milestones.</li> <li>&gt; The application demonstrates the capacity to collect and interpret relevant data and capacity to evaluate the program's impact.</li> </ul>	2
<p><b>7. Evidence of health promotion practices and principles</b></p> <ul style="list-style-type: none"> <li>&gt; The proposed program incorporates health promotion principles and practices in its design and delivery.</li> </ul>	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

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

## CONTACT INFORMATION

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

<b>Telephone:</b>	(02) 6205 1325
<b>Email:</b>	<a href="mailto:hpgrants@act.gov.au">hpgrants@act.gov.au</a>
<b>Web:</b>	<a href="http://www.health.act.gov.au/hpgrants">www.health.act.gov.au/hpgrants</a>
<b>SmartyGrants:</b>	<a href="https://acthealth.smartygrants.com.au">https://acthealth.smartygrants.com.au</a>



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