

Golden Plains Shire Healthy Eating and Active Living (HEAL) grants



Funding Guidelines

Revised June 2018

What is the Healthy Eating and Active Living (HEAL) grants program?

Grants of up to \$500 are available for not-for-profit community groups, to support initiatives which focus on improving the health and wellbeing of Golden Plains Shire residents in the areas of healthy eating and active living. Applicants are required to match funding in the form of either, in-kind or financial contributions.

The two funding categories are known as Eat Well and Be Active:

Eat well!	<p>‘Eat well’ activities promote healthy eating and encourage community members to increase intake of fruits, vegetables and water.</p> <p>Activities may support community members by, increasing access to healthy and affordable foods, educating community of healthy eating and cooking practices, promote food sharing, local gardening and growing local produce.</p>
Be active!	<p>‘Be active’ activities encourage community members to increase their physical activity levels.</p> <p>This category supports programs such as those which focus on regular physical activity (walking or exercise programs), as well as sporting programs, gardening groups, and outdoor activities.</p>

Who can apply?

The table below details the applicants who are eligible and who is not eligible to apply for the grant:

	Yes	No
Not-for-profit organisation, community managed	✓	
Registered as an incorporated body or registered charitable organisation	✓	
Schools (when the community benefit is not limited to the school setting)	✓	
Applicants who are based within the Shire (or able to demonstrate a direct benefit to Golden Plains Shire residents)	✓	
Have no outstanding projects or evaluations from council grants (unless holding variation approval)	✓	
Unincorporated bodies who have identified an auspice	✓	
Individuals		✗
Unincorporated bodies		✗
Profit making ventures/organisations		✗
Organisations who have not provided complete evaluation/acquittal documentation for any previous Council funding		✗

What types of activities can be funded?

- Projects which fit one of the two funding categories, 'Eat Well! or ' Be Active!'
- Activities which raise awareness, increase knowledge, or encourage accessibility for healthy eating and active living.
- Training and development opportunities for volunteers.
- Costs associated with setting up a new community group.
- Activities which meet the needs of specific population groups including Aboriginal and Torres Strait Islander, LGBTIQ+ communities, multicultural communities, youth, seniors, and people with disabilities.
- Community programs, forums or events

What will not be funded?

The following types of activities will not be eligible for funding:

- Multiple applications from the same group (one application per financial year per group)
- General administrative, wages or contracts
- Building maintenance works or operational costs
- Projects which are already funded under other programs supported by Council
- Projects that have already commenced or already occurred
- Projects which have already been funded previously
- Projects that are the responsibility of state or federal governments.
- Fundraising events (Fetes, markets, fun runs, competitions where the main aim is to directly fundraise for a particular charity of cause)

Note: The purchase of small equipment may be approved if the equipment can extend the range of activities offered for groups. For example: mobile ramps which allow wheelchair access or access for older adults using a walker; or a raised, no dig garden bed for older adults.

What is the assessment criteria?

Applicants who meet the funding criteria will have their application form assessed against the following criteria:

- a) Clear description of project and alignment with one of the two funding categories
- b) Meets an identified community need
- c) Demonstrates community involvement in project planning and implementation
- d) The project is inclusive for people of all abilities
- e) The program will result in an ongoing benefit to the community
- f) The project is accurately costed including written quotes

What are the conditions of funding?

Applicants must be willing to agree to the following conditions:

<input type="checkbox"/>	Applicants are willing to enter into a Funding Agreement with Council, with detailed established terms and conditions
<input type="checkbox"/>	The activity meets the criteria for one of the two funding categories, 'Eat Well!' or 'Be Active!'
<input type="checkbox"/>	Applicants must match Council's funding dollar for dollar, either through cash or voluntary in-kind services
<input type="checkbox"/>	Applications should be submitted a minimum of six weeks prior to the proposed activity
<input type="checkbox"/>	Project will be based within the Shire, or able to demonstrate direct benefit to GPS residents
<input type="checkbox"/>	Have an Australian Business Number (ABN) or have completed a Statement by a Supplier Form
<input type="checkbox"/>	Applicants should attach a copy of public liability insurance certificate when submitting the document
<input type="checkbox"/>	Applicants are an Incorporated body or willing to partner with an auspice organisation. (The auspice organisation must then enter into an agreement with Council and take responsibility for managing the grant funding. The auspice will be held legally accountable for the expenditure of the grant, will need to meet all eligibility criteria, and may provide public liability insurance coverage for the project).
<input type="checkbox"/>	Applicants should be able to demonstrate that funding can provide an ongoing benefit to the community
<input type="checkbox"/>	Applicants are required to ensure volunteers are adequately covered by insurance
<input type="checkbox"/>	Have no outstanding projects or evaluations from council grants
<input type="checkbox"/>	Organisations are required to have the required permits. (If organising an event please refer the web link for details determining what may need to be considered in planning: https://www.goldenplains.vic.gov.au/news/planning-event <u>If food will be sold you will need to obtain a permit from the Community Events Officer, for more information please contact the Community Events Officer on 5220 7100</u>)
<input type="checkbox"/>	Applicants are willing to complete an evaluation questionnaire, including copies of receipts, and attach two photographs of the project within one month of project completion.

Application process and timeline

Here are the three steps for submitting your application:



To read the 'Grant Guidelines' and to submit an application, visit our website and search for 'Healthy Eating and Active Living grants'. It is encouraged that applicants contact a member of the Health and Wellbeing Team on (03) 5220 7111, to discuss your application in more detail prior to submission.

Submission process:

1. Submission	Submission of a completed Application forms can occur through the online application form, or by returning to: Health and Wellbeing Team Golden Plains Shire Council PO Box 111 Bannockburn 3331 enquiries@GPLAINS.vic.gov.au
2. Review and notification of outcome	Applicants will receive a confirmation email confirming their application has been received. Applications will be assessed, reviewed and applicants notified of outcome, or contacted for further information, within two weeks of submission.
3. Agreement	Successful applicants will receive a Funding Agreement to be signed and returned.
4. Event/activity	Eat Well or Be Active initiative carried out as described in application.
5. Evaluation	Grant recipients participate in an evaluation questionnaire, and return tax invoices four weeks following the implementation of the program

Privacy

Personal information collected on this form shall be used by Council's Health and Wellbeing team to provide community Healthy Eating and Active Living grants. Council may disclose your information to other internal departments in order to ensure applicants meet conditions of funding, and will not be disclosed to any external party without your consent, unless required to do so by law. If you do not provide us with all required information Council may be unable to access your grant submission, and may request additional information. You have the right to access your personal information and make any necessary corrections. If you have any queries or wish to gain access to amend your information please contact Golden Plains Shire's Privacy Officer on (03) 5220 7111 or enquiries@GPLAINS.vic.gov.au/.

Council will comply with its Privacy Policy and Information Privacy Principles in schedule 1 of the Privacy and Data Protection Act 2014 and the Health Records Act 2001 in relation to the use, storage and disclosure of information. If you have any queries regarding this Privacy Statement, please contact the Privacy Officer in writing to enquiries@GPLAINS.vic.gov.au or PO Box 111, Bannockburn 3331.