

Health and Wellbeing Grants Guidelines 2023

Surf Coast Shire Council's Health and Wellbeing Grants fund clever and creative projects that help our community and environment to thrive.

Funds available

Grants of up to **\$5,000** are available in this program. Applicants must contribute a minimum of 30% (cash or in-kind) towards the total project cost.

Applications are open for the month of September.

Grant purpose

Council values the knowledge, skills and motivation people have to take action on ideas that contribute to a thriving Surf Coast Shire community and environment.

The Health and Wellbeing Grants contribute funds towards **community-led projects that actively work to improve the health and wellbeing of the community by targeting one of the following five Health and Wellbeing Pillars:**

1. Increase Healthy Eating and Active Living
2. Prevent Family Violence and Promote Gender Equity
3. Improve Mental Health and Social Connection
4. Tackling the Impacts of Climate Change on Health
5. Reduce Harm from Alcohol and other Drugs

This may include, for example, projects that increase social connection, build inclusion, encourage healthy eating, support physical activity and movement, incorporate health and wellbeing education and learning opportunities, foster the development of respectful relationships or have positive environmental and/or climate impacts.

Council's [Municipal Public Health and Wellbeing Plan](#) is integrated into the [Council Plan 2021-2025](#) which provides some information and insight on these Health and Wellbeing Pillars.

Before you get started

Before applying:

1. Read these Guidelines and check your eligibility.
2. Call our Grants Team on 5261 0600 to discuss your idea and ask any questions.

NOTE: Council officers can assist with the application process, but are unable to review draft applications.

To apply

Applications must be submitted online at surfcoast.vic.gov.au/Grants.

Please contact our Grants Team on 5261 0600 if you require an alternative.

Key dates:

Health and Wellbeing Grants are open for the month of September. Check our website or call our Grants Team for details on current availability.

Assessment criteria

All applications for Health and Wellbeing Grants are assessed on their merit using the following criteria:

Criteria	Weighting
The project delivers outcomes that meet at least one of the five Health and Wellbeing Pillars, and contributes to a healthy and thriving community (refer to Grant Purpose).	45%
The project responds to a current opportunity and/or need, and benefits will be seen within 6 months of receiving funding.	30%
The applicant has a demonstrated ability to deliver the project.	15%
The budget is fully detailed, costed with quotes.	10%

Surf Coast Shire is committed to promoting gender equality. Projects that demonstrate an ability to promote gender equality will receive an additional point in the assessment and selection process.

The *Gender Equality Act 2020* means that Council has a legislated requirement and a responsibility to promote and support gender equality. For more information about the *Gender Equality Act* visit genderequalitycommission.vic.gov.au/about-gender-equality-act-2020

Note

Council typically receives greater demand for project funding than is available through the annual grants budget.

If applications have equal merit, a lower priority may be assigned to projects/initiatives that:

- Received Council grant funds in the same or previous financial year
- Are recommended/are likely to be recommended for funding through other Council grants
- Receive their core funding from State or Federal governments
- Have greater access to funding from sources other than this grant.

Who can apply?

Can apply	
✓	New or existing groups that operate in or contribute to the Surf Coast Shire community.
✓	Incorporated not-for profit groups, or unincorporated groups who apply through an appropriate not-for-profit incorporated body that supports the application and is willing to accept responsibility for the funding (i.e. auspice agreement).
✓	Examples include groups with interests in the environment, sports, social connection, community safety, business networking, history and others.
✓	Charitable organisations.
✓	Groups that operate as part of a larger governing body, where this grant is outside the scope of what is funded by the governing body, e.g. Churches, Cemetery Trusts, SES, CFA.
✓	Not-for-profit community groups and sporting clubs that lease Council owned buildings within the Surf Coast Shire.
✓	Schools and kindergartens, if the activity is not part of the standard curriculum/learning framework.
✓	Individuals under an auspice agreement.
Cannot apply	
✗	Groups that do not meet the eligibility requirements specified in these Guidelines.
✗	Groups that have received Surf Coast Shire Council funding for the same project within the same financial year (unless it is a new stage of that project).
✗	Committees of Surf Coast Shire Council, including Advisory Committees, Committees of Management or Sub Committees.
✗	Groups that have an overdue Acquittal Report for previous funding received from Council.
✗	Individual businesses.
✗	Elected members and employees of Council must not be involved in the development of an application and are not eligible to sign or be listed on any grant.

What will and won't be funded

Yes		No	
✓	Activities that bring people together to enhance social connection and/or enable participation, e.g. events*, support groups.	✗	Projects outside of Surf Coast Shire.
✓	Activities or resources that increase opportunities for physical activity, recreation or healthy eating.	✗	Projects that have already commenced or equipment that has already been purchased.
✓	Activities that make positive contributions towards First Nations self-determination, Reconciliation and/or allyship (this means listening to and supporting action on issues of importance to First Nations Peoples).	✗	Wages, contracts, registrations and general administration. One-off facilitator/trainer fees are accepted.
✓	Activities or resources that support positive outcomes for the environment, sustainability and/or climate action.	✗	Operational costs or items purchased on a frequent basis, e.g. telephone, electricity, cleaning/maintenance, utility bills, ongoing insurance, stationary items.
✓	Activities or resources that celebrate and promote diversity and inclusion.	✗	Prizes, awards, fundraising items or trophies.
✓	Activities or resources that promote gender equity or challenge gender stereotypes.	✗	Projects that provide direct benefit to a commercial business, individual or landholder without significant community or environmental outcomes.
✓	Activities or resources that actively work to reduce harm from alcohol and/or other drugs e.g. education, training.	✗	Projects that support political or lobbying activities
✓	Activities and projects that support gender inclusion and equity.	✗	Activities and projects that create or reinforce gender inequality.
✓	Activities or resources that support/work to build positive mental health and wellbeing.	✗	*Note: events such as markets must be for the primary purpose of community education and involvement, not commercial gain.

Eligibility requirements

These are the grant essentials to tick off for your application.

Grant program requirements:

- Activities/projects must take place within the Surf Coast Shire.
- Activities/projects must demonstrate how they act upon the grant purpose described in these Guidelines.
- Activities/projects should demonstrate environmentally sustainable practices and must not have negative impacts on the natural environment.
- Activities must meet at least one of the 5 focus areas outlined in the Surf Coast Shire Municipal Public Health and Wellbeing Plan.
- Completed applications must be received through the SmartyGrants online system. Please contact our Grants Team before the closing date on 5261 0600 if you are unable to access this system and require an alternative format/method
- Community Initiatives Grants requires a minimum 30% matched project contribution (cash or in-kind) from the applicant. The method for calculating in-kind contributions is included in the application form.

Requirements of the applicant:

- Grants can be awarded to incorporated not-for profit groups, or unincorporated groups who apply through an appropriate not-for-profit incorporated body that supports the application and is willing to accept responsibility for the funding (i.e. auspice agreement).
- A certificate of currency for Public Liability Insurance (proportionate to the risk associated with the activity being undertaken) must be provided.

- Groups must have an ABN or be willing to complete an ATO Statement by Supplier Form.

Depending on what your project is, the following also need to be met:

- Where related to First Nations Peoples or Culture**, applicants must demonstrate appropriate consultation with the applicable Registered Aboriginal Party (RAP), Traditional Owner consultant or First Nations organisation. We recommend reading local RAP Country Plans as a starting point, see links under 'More information' on the final page of this document.
- Projects involving children must comply with the Child Safe Standards [dhhs.vic.gov.au/publications/child-safe-standards](https://www.dhhs.vic.gov.au/publications/child-safe-standards).
- Activities/materials must be accessible and inclusive of all abilities – including physical access, as well as ensuring written materials are visually accessible.
- Any relevant risk assessments, permissions, permits and/or maintenance must be worked through with Council officers prior to funding being distributed (e.g. permission from a facility or land manager to make changes).
- All projects must adhere to the most recent Government advice related to the COVID-19 pandemic, provided at [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au)

Funding information

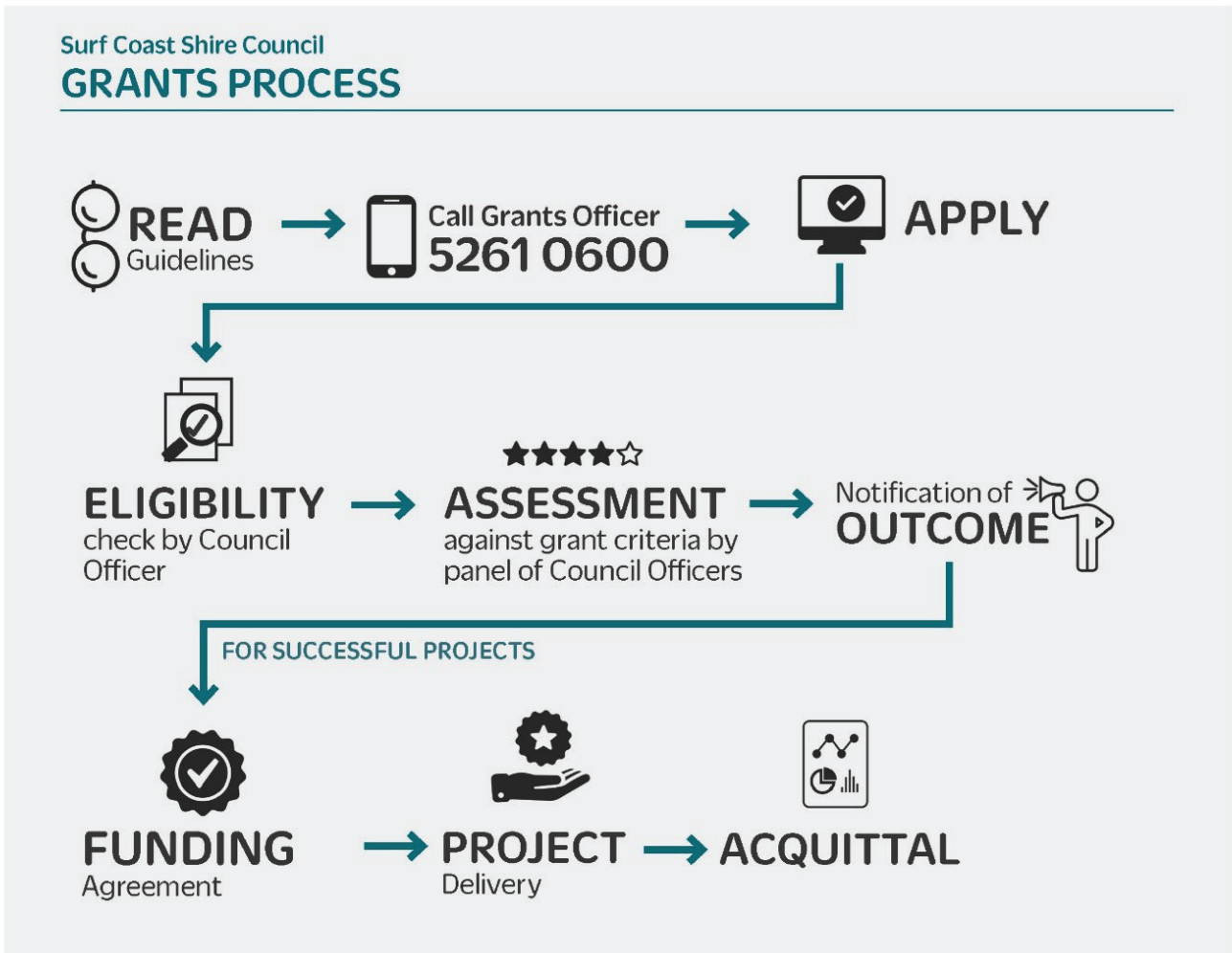
Funding details:

- Funds of up to \$5,000 per group can be applied for within the grant.
- The applicant may contribute to the cost of the project, but grant funds cannot be used for retrospective purchases.
- Applicants may apply for funding in multiple Council grant streams if it is for different projects/purposes.
- When a grant is awarded, payment will be made to the organisation's nominated bank account after all relevant documentation is received by Council, including a signed Funding Agreement, invoice and evidence of Public Liability Insurance. If using an auspice, you will need to provide their banking details and an invoice issued by them.
- Council will not be responsible for costs over and above the grant amount awarded.
- Applicants should be aware of their responsibilities to comply with Federal Government taxation requirements. For information or advice on whether you should be registered for GST or need an Australian Business Number, contact the Australian Tax Office information line on 132866 or visit [ato.gov.au](https://www.ato.gov.au).

In accepting a Surf Coast Shire Council grant these are the things you are committing to:

- Sign a Funding Agreement prepared by Council, specific to your project/activity.
- The funding provided must be used for the approved activities/items. Any changes to budget items in the application may not be undertaken without prior written approval from Council.
- Applicants must obtain any necessary approvals and meet any costs associated with those approvals.
- Where required, the applicant will ensure that the activity complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, *Victoria's Child Wellbeing and Safety Act 2005*, *Disability Discrimination Act 1992*, and *Occupational Health and Safety Act 2004*.
- An Acquittal Report, including an expenditure statement, must be provided in line with conditions outlined in the Funding Agreement.
- Council's logo shall be used on all material relating to the funded activities and an appropriate acknowledgement of funding must be given by the recipient in all promotional material, announcements and reports of the activities to the community.

Grant Process



More Information

About this grant

Online surfcoast.vic.gov.au/Grants
Phone 5261 0600

Resources

Depending on the nature of your project, these resources may be useful.

Registered Aboriginal Parties

We recommend reading the Country Plans available here:

Eastern Maar Aboriginal Corporation
easternmaar.com.au

Wadawurrung Traditional Owners Aboriginal Corporation
wadawurrung.org.au

Access and inclusion
surfcoast.vic.gov.au/Community/Access-for-all

Asset Based Community Development
Bank of I.D.E.A.S

[Jeder Institute](#)

[Nurture Development](#)

Climate change and sustainability
environmentsurfcoast.com.au

Community Group Directory
surfcoast.vic.gov.au/Community/Community-Group-Directory

Council Plan and Community Vision
surfcoast.vic.gov.au/About-us/Your-Say/People-Place-Future

Reconciliation Australia
reconciliation.org.au

Gender Equality
vichealth.vic.gov.au/sites/default/files/EveryoneWins_How_to_use_the_toolkit.pdf
vic.gov.au/gender-equality-what-it-and-why-do-we-need-it