**Vaping Prevention Grant Round Application Drafting Tool**

VicHealth acknowledge the Traditional Land Owners across Victoria and pay our respects to their Elders past, present, and emerging.

Please read the grant guidelines before starting your application to ensure that your project aligns with the focus area and outcome of the grant round, and that your organisation is eligible to apply.

Your VicHealth Portal account allows you to view, edit, submit, and review applications, keep your contact details up to date and contact VicHealth with queries you have at any stage about your project.

Applications must be completed and submitted via this Portal by 5pm on Thursday 28th March 2024. Applications with incorrect or incomplete information about your organisation (ie. ABN) will automatically be deemed ineligible and will not be assessed.

In fairness to all applicants, we are unable to accept any late or incomplete submissions or provide individual feedback on funding applications.

To complete an eligibility check and start an application, click Next.

## **Step 1: Eligibility and Compliance**

The following eligibility check questions must be responded to on behalf of the organisation responsible for the project.

The organisation responsible for your project:

1. **Has an active Australian Business Number (ABN) and a bank account for Electronic Funds Transfer of project funds?**

[ ] Yes

[ ] No

1. **Is a registered Victorian Local Government Entity who intends to deliver activities in Victoria, with a primary focus on health and wellbeing outcomes for Victorians.**

[ ] Yes

[ ] No

1. **Has satisfactorily fulfilled previous an/or current VicHealth grant requirements.**

[ ] Yes - The Organisation has received funding from VicHealth in the past and has satisfactorily fulfilled all grant requirements

[ ] No - The Organisation has received funding from VicHealth in the past but has not satisfactorily fulfilled all grant requirements

[ ] N/A - The Organisation has not received a VicHealth grant in the past

Note: VicHealth will contact you if our records suggest you have outstanding requirements.

1. **Holds or has quotes for necessary insurances, including:**
* **Work safe certificate of currency, and**
* **Public liability insurance of $10,000 million per event which covers both the project period and the following 7 years after delivery of the project, and**
* **Professional indemnity insurance of $5,000,000 per event which covers both the project period and the following 7 years after delivery of the project**

**If insurance is not currently held, commits to purchasing all necessary insurances before commencing the project. Further information about required insurances is provided in the funding guidelines.**

[ ] Yes

[ ] No

1. **Upload evidence of insurance or quote if note currently held.**

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*If you have answered no to any of the above questions, you do not meet the eligibility requirements for this funding round. Please refer to the grant guidelines for more information.*

1. **Does your organisation have any current, planned or past five (5) year relationships with the tobacco or e-cigarette industry? This includes all organisations that involve the production, distribution, sale, promotion, or advocacy in defence of tobacco and e-cigarette products and their derivatives (excluding pharmacies who dispense e-cigarettes in line with the TGA prescription model). It also includes industry-funded foundations.**

[ ] Yes

[ ] No

*Tip: For more information on the types of relationships you need to declare, please refer to* [*VicHealth’s Harmful industry relationship funding and procurement policy*](https://www.vichealth.vic.gov.au/media-and-resources/vichealth-harmful-industry-relationship-funding-and-procurement-policy)

*If you have answered yes to the above question, you do not meet the eligibility requirements for this funding round. Please refer to the grant guidelines for more information.*

**Child Safe Declaration**

The Victorian Health Promotion Foundation (VicHealth) is committed to ensuring the safety, participation and empowerment of children and young people. VicHealth has zero tolerance to any and all harm and/or abuse of children and young people. To achieve the best outcomes for children and young people who engage with us, our funded projects, or services we procure we expect our staff, Board, Committee and Panel members, contractors and our funded partners or service providers to work in line with the Victorian Child Safe Standards and meet VicHealth’s obligations under the National Redress Scheme.

Child Safe Declarations are to be completed in line with VicHealth's guidance on Projects Working with children (under 18) funded by VicHealth.

For the purposes of this project, we define ‘services to children’ as services provided by a non-government entity that’s responsible for the supervision of, or authority over, a child or young person under 18 years old. This definition includes running activities where a parent, guardian, caregiver, or teacher isn’t in attendance.

1. **Does your project proposal include ‘services to children’ where there is NOT supervision of children or young people under 18 by a legal guardian or caregiver?**

[ ] Yes

[ ] No (skip to question 9)

1. Upload evidence that provides indemnity for liability for Child Abuse



## Step 2: Organisation and Contact Details

*Organisation’s ABN*

*Please visit* [*www.abr.business.gov.au*](https://abr.business.gov.au/) *and locate the ABN details for the organisation applying for funding.*

1. **Organisation’s trading name**

Click here to enter text.

1. **Organisation’s Australian Business Number**

Click here to enter text.

1. **Organisation address**

Click here to enter text.

1. **Please provide details of your primary contact at the organisation regarding this application**

**Salutation**(select from drop down list)

**First name**

Click here to enter text.

**Last name**

Click here to enter text.

**Position title**

Click here to enter text.

**Email**

Click here to enter text.

**Phone**

[ ]  Mobile

[ ]  Landline

**Phone number**

Click here to enter text.

1. **Is the Primary Contact authorised to sign the Letter of Offer if your application is successful?**

[ ]  Yes (skip to question 15)

[ ]  No

Tip: Agreements are typically signed by a CEO or head of department

1. **Authorised Representative contact information**

This is the person who will sign the funding agreement if your application is successful.

**Salutation**(select from drop down list)

**First name**

Click here to enter text.

**Last name**

Click here to enter text.

**Position title**

Click here to enter text.

**Email**

Click here to enter text.

**Phone number**

Click here to enter text.

**Bank Details**

1. **Name on account**

Click here to enter text.

1. **Account number**

Click here to enter.

***Please enter a 9-digit number. If your bank account number is less than 9- digits, add extra 0’s at the start.***

1. **BSB**

Click here to enter.

1. **Please provide an email address for remittance advice**

Click here to enter.

## Step 3: Project Details

This is where you get to tell us about your idea or project and how VicHealth funds would enable your organisation to reduce or prevent the uptake of vaping among young people (aged 10-25).

**Tip: Hover over the question mark icons for tips on how to answer each question as you move through the form.**

1. **Project Title**

Click here to enter text.

Enter project title. You have up to 80 characters (including spaces) for your title. It should be easy to tell what the project is from the project title.

1. **What is the amount you are applying for to implement this project?**

Enter funding amount.

Round to the nearest dollar. Do not include GST in this amount. The maximum funding amount is $200,000 per project, to be delivered by December 2025.

Enter project title You have up to 80 characters (including spaces) for your title, about 15 words. Consider your title, it should be easy to tell what the project is from the project title

1. **The primary objective of the project is to reduce or prevent the uptake of vaping among young people in Victoria in the below age groups (tick all that apply).**

☐​ 10 to 11

☐ 12 to 17

☐ 18 to 25

1. **Which outcomes outlined in the grant guidelines will your project aim to achieve (tick all that apply)?**

​​☐​ Increased awareness of the harms of vaping among young people and capability to reject vaping

​​☐​ Reduced exposure to vaping and vaping products among young people

​​☐​ Increased community capability to address vaping among young people

1. **Brief project statement**

Enter text response (max 150 words).

Please a provide summary of your project in two-three sentences (max 150 words). Typical wording might be: We WILL DO THIS for THIS GROUP OF PEOPLE so that THIS THING WILL HAPPEN.

1. **Describe why the project is needed in your community. Include evidence of community need and priority.**

Enter text response (max 300 words).

1. **Detail why your organisation, partners and community are best placed to deliver this project. List all partners you intend to work with and their contributions. Include evidence of community readiness.**

Enter text response (max 300 words).

1. **Describe how you will deliver the project, and key actions you and your partners will take throughout implementation. Include evidence of how your project utilises collective impact methodology.**

Enter text response (max 500 words).

1. **Describe the steps you will take to ensure your project is sustainable.**

Enter text response (max 300 words).

1. **Please upload a draft budget using this template.**



1. **Please list all funded items including purchased items, wages, or other expenses.**

Enter text response (max 300 words).

1. **Is there anything else you would like to tell us about this application? You may provide links or upload documents in the question below. Note: this question is not scored.**

Enter text response (optional).

1. **Upload any supporting documents (e.g. letters of support from partners).**



## Step 4: Harmful Industries Relationship Declaration

*All applicants must complete a****Harmful Industries Relationship Declaration*** *(below), in line with VicHealth’s****Harmful Industries Relationships Funding and Procurement Policy****.*

*Please see our* [*website*](https://www.vichealth.vic.gov.au/search/vichealth-harmful-industry-relationship-funding-and-procurement-policy) *for more information on our policy the types of relationships you need to declare.*

*Note: this section does not affect your eligibility to apply*

1. **Does your organisation have any relationships that are current, planned, or in the past 12 months with the food, sugary drink, alcohol, gambling industries, tobacco, or e-cigarette industries? If you declared that another part of your organisation (i.e. a parent company) has a tobacco/e-cigarette relationship, please list that also.**

[ ]  Yes

[ ]  No

1. **What relationships do you or the organisation applying have with the food, sugary drink, alcohol or gambling, tobacco, or e-cigarette industries?**

Enter text response

1. **What was/is/will be the nature of the relationship, with the food, sugary drink, alcohol or gambling industry? Please select all that apply.**

[ ]  Board membership or other governance membership

[ ]  Marketing/brand activation

[ ]  Access to membership lists and data

[ ]  Market or other research/evaluation

[ ]  Campaign/project development or delivery

[ ]  Consultancy

[ ]  Receipt of donations or in-kind benefits

[ ]  Other (provide details)

1. **If you selected ‘other’, please provide detail of what you mean by ‘other’.**

Enter text response

1. **Please provide detail of donations or in-kind benefits**

Enter text response

1. **Please detail how the harmful brand is activated/promoted through your organisation’s activities.**

Enter text response

1. **If you have any additional information on your selections above that will help VicHealth to make an assessment, please include here.**

Enter text response

1. **Please detail how harmful industry relationships will be risk-managed to ensure that VicHealth’s statutory role to improve the health and wellbeing of Victorians is not undermined.**

Enter text response

This could include, for example, separating project teams or not activating harmful industry brands alongside VicHealth’s brand.

You are required to respond to this question even if the harmful industry relationship is not current (i.e. past or future).

*Note: if your application is shortlisted VicHealth has the right to negotiate your proposed management plan.*