**VicHealth’s Vaping Prevention Grants: building place-based action and evidence with Victorian communities 2024-2025**

**Grant Application Guidelines**

**1. About this Grant Round**

VicHealth’s Vaping Prevention Grants will fund Victorian Councils to support their communities to develop and accelerate place-based approaches that reduce or prevent the uptake of vaping among young people (aged 10 to 25) in 3-4 Victorian regions.

Place-based approaches are initiatives led by communities that are tailored to their local circumstances. They are a collaborative approach delivered in a defined geographic location, characterised by partnerships and shared design, stewardship, and accountability for outcomes and impact. While various place-based methodologies can be used, ‘collective impact’ is the most adopted methodology for place-based initiatives in Victoria.

Projects funded through this grant round must therefore follow collective impact methodology, demonstrating collaboration between a wide range of cross-sector stakeholders. Councils are expected to work in partnership with key stakeholders, neighbouring Councils, and/or other appropriate local agencies (e.g. Local Public Health Units, Community Health agencies, Aboriginal Community Controlled organisations, Regional Sport Assemblies, schools, sports clubs etc.) throughout development and implementation.

**1.1 What’s on offer**

We are looking to fund 3 to 4 projects over an eighteen-month period. The maximum funding amount per project is $200,000.

**Please note:** The final approved funding amount may need to be negotiated.

**1.2 The opportunity**

This funding can be used to develop and implement interventions in specific geographical areas or settings to achieve one or more of the following outcomes:

* 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

An additional objective of funded projects is to test and highlight best-practice approaches to place-based interventions to contribute to the emerging evidence base.

The **three phases** of this opportunity are:

1. Grant application process (February 29 – March 28, 2024): Form your project concept with community partners and stakeholders informed by local knowledge, resources and opportunities. Apply online for funding by March 28.
2. Guiding your project (June – August 2024): If successful, prior to project implementation, applicants can receive feedback from VicHealth and expert partners, which may strengthen their project design. They will complete a comprehensive project plan.
3. Project Implementation (August 2024 – December 2025): Funded projects are supported to be implemented within their communities; including governance, interventions, data monitoring, reporting and evaluation.

Successful applicants are required to meaningfully participate in an Operational Group alongside other funded partners. More information can be found in Section 5.

**1.3 Research, resources and evidence to inform projects**

VicHealth engaged The Behaviour Change Collaborative (The BCC) to explore teen vaping across Australia. This research provides a framework and evidence to inform policy priorities, strategy direction, and intervention activities.

We have also sourced shareable stories from young people which will be provided in various formats.

It is expected that successful applicants draw on this existing evidence and resource pool to support project development and implementation. Relevant reading can be found in Section 6.

**1.4 Collective impact methodology**

A collective impact approach provides the scaffolding and governance for coordinating collective efforts and includes the following elements:

* Shared and agreed values
* A shared understanding of the problem
* An agreed goal/s
* Continuous communication
* Consistent outcomes are measured and collected, and
* Actions are aligned towards agreed goal.

**1.5 Key Dates**

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| --- | --- |
| **Milestone** | **Date** |
| **Applications open** | 9:00am Thursday 29 February |
| **Online briefing session** | 11:00am Thursday 7 March |
| **Applications close** | 5:00pm Thursday 28 March |
| **Funding notification** | May 2024 |
| **Funding period** | June 2024 – December 2025 |

**2. Organisational Eligibility Criteria**

All Victorian Councils are eligible to apply for this grant round.

To be eligible to apply, Councils must:

* Have an Australian Business Number and a bank account for Electronic Funds Transfer of grant funds
* Deliver activities or products solely in Victoria, with a primary focus on undertaking health and wellbeing activities that achieve positive outcomes for the Victorian community
* If applicable, have satisfactorily fulfilled the requirements of any previous and/or current grants from VicHealth
* Have insurance cover for the purpose of this project and agree to provide insurance certificates if requested by VicHealth
* Not be subject to any current or impending legal action which could impact its financial viability
* Not be a recipient of support, funding, sponsorship or endorsement from the tobacco or e-cigarette industry or an organisation that may pose a reputational risk to VicHealth.

**3. What will and will not be funded**

**3.1 What will be funded**

Funding is available for essential goods or services directly relating to your project.

The table below details the type of goods and services that are eligible to be funded.

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| --- | --- |
| **Category of items that will be funded** | **Notes/examples** |
| Equipment, materials, campaign costs or other items | Need is a by-product of what an applicant is trying to achieve through their investment |
| Participant or volunteer support expenses, including costs to reduce barriers to participation |  |
| Short-term project staffing or sub-contracting |  |
| Organisational capacity-building that will contribute to sustained benefit to the community | Upskilling staff in short courses |
| Costs of removing accessibility related barriers for the project target group to participate | Auslan, captioning, audio description, materials in other formats |

**3.2 What will not be funded**

The list below details the type of goods and services that are NOT eligible to be funded:

* Equipment, materials, staffing costs or overheads not directly related to implementation of the project
* Purchase of land
* Applications that expose children or young people to harmful industry products such as unhealthy food and drink, alcohol, tobacco, e-cigarette or gambling industry etc.
* Health service delivery, treatment, rehabilitation or prevention of specific diseases
* Reimbursement for expenses already incurred, or funded by another source
* One-off events, fundraising or activities (note: events that support the delivery of an idea are permitted, however events delivered in isolation and without connection to other health promotion activities are not eligible for funding)
* Tertiary level education qualifications, e.g. enrolment costs of a diploma or degree at the tertiary level
* Activities better placed for support through more suitable local, state or federal funding sources
* Projects that support activities where the head is a deliberate target or where activity involves striking or kicking another individual with intent to injure
* Applications with 10% of more of the total project funding budget allocated to capital works, infrastructure (including IT infrastructure), building works, or assets

**4. How to apply for funding**

**4.1 Application steps**

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| --- | --- |
| **Step 1.** | * Read these guidelines and make use of the links provided within * Read the [Information for all Applicants](https://www.vichealth.vic.gov.au/resources/information-all-funding-applicants) on the VicHealth website * Read the [Grant Application Drafting Tool](https://www.vichealth.vic.gov.au/media/60906) and draft your application in collaboration with colleagues and relevant partners |
| **Step 2.** | * Register and log in to the [VicHealth Stakeholder Portal](https://vichealth.my.site.com/s/login/?ec=302&startURL=%2Fs%2F). * See the VicHealth website for [Stakeholder Portal support](https://www.vichealth.vic.gov.au/funding/how-to-apply-for-a-grant?keywords=stakeholder%20portal), including FAQs, how to guides, and log-in/IT assistance |
| **Step 3.** | * Submit your application online via the [VicHealth Stakeholder Portal](https://vichealth.my.site.com/s/login/?ec=302&startURL=%2Fs%2F) by 5:00pm on Thursday 28th March |

**4.1.1 Harmful industry declaration**

* All applicants are required to declare harmful industry relationships. Funding will **not** be granted if your organisation has had a relationship with the tobacco or e-cigarette industry within the past five years. If this has occurred, you are ineligible to apply.
* If your organisation has had a relationship with the gambling, alcohol, food or sugary drink industry within the past 12 months, you **must** declare this. Providing a declaration **does not** automatically preclude the applicant from being eligible for funding.
* Review VicHealth's [Harmful Industry Relationship Funding and Procurement Policy](https://www.vichealth.vic.gov.au/about-us/vichealth-policies/harmful-industry-relationship-funding-and-procurement-policy) for more information on the types of relationships that need to be declared.

**4.2 Assessment process and assessment criteria**

**4.2.1 Assessment process**

The assessment process is outlined in the table below:

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| --- | --- |
| 1. **Eligibility checks** | Applications are assessed against the ‘organisational eligibility’ requirements. |
| 1. **Scoring against assessment criteria** | VicHealth staff will score, and shortlist applications based on how the project meets the assessment criteria. |
| 1. **Advisory panel** | An Advisory Panel (including VicHealth staff and expert partners) will consider the shortlisted applications and make recommendations for funding to the VicHealth CEO. |
| 1. **CEO Approval** | Funding recommendations made by the Advisory Panel will be subject to VicHealth CEO approval.    As stated above, the final funding amount may need to be negotiated before CEO approval. |

**4.2.2 Assessment criteria**

Eligible applications will be assessed based upon the following criteria:

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| --- | --- |
| **Criteria** | **Weighting** |
| Primary objective | Pass/Fail |
| Focus outcome(s):   * 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 | Pass/Fail |
| Demonstrated need and commitment | 20% |
| Readiness to deliver | 25% |
| Project design | 35% |
| Project sustainability | 10% |
| Demonstrated value for money | 10% |

Further explanation about the criteria is detailed below.

1. **Primary Objective**

The primary objective for all projects funded through the Vaping Prevention Grant Round must be **to reduce or prevent the uptake of vaping among young people (aged 10 to 25) in Victoria**.

1. **Demonstrated need and commitment**

Application demonstrates that vaping is an issue in the local community through provision of local evidence.

There is evidence that vaping prevention is a priority in the local community, and vaping prevention has been included as a priority in local plans (e.g. Municipal Public Health and Wellbeing Plan, Local Public Health Unit Catchment Plan), or there is an intention to include in future local plans.

1. **Readiness to deliver**

The delivery organisation is well placed to execute the project, and appropriate partnerships have been established with commitment to a place-based, collective impact approach.

There is evidence of community readiness to address vaping prevention among young people (e.g. current community knowledge and attitudes, influential community leadership and existing community programs).

1. **Project design**

Application demonstrates that the project has been designed taking into consideration existing evidence, resource pool and collective impact methodology. This includes strength of:

* Resourcing and in-kind support or sub-contracting from partners
* Shared values, understanding of the problem and agreed goal(s) between partners
* Current or planned leadership buy-in and governance structures that will support project implementation
* Shared decision-making throughout implementation (with young people, community and partners)

Application demonstrates a commitment to being community-informed and led throughout, elevating the needs and perspectives of young people, particularly priority populations, through co-design principles.

Application demonstrates that project activities are guided by best-practice evidence, including the insights and recommendations from The BCC report.

1. **Project sustainability**

Application demonstrates thatactions will be implemented in a way that ensures sustained and embedded change.

Application demonstrates a commitment to sustaining the established governance structures to continue project implementation post-funding period.

1. **Demonstrated value for money**

The funding amount requested accurately reflects the scope of the application and likely impact i.e. a greater impact would be expected from projects requesting higher funding amounts.

The project is financially viable and demonstrates sound management.

**Please note:** All applicants will be required to submit a [draft budget using this template](https://www.vichealth.vic.gov.au/media/60901).

**5. Expectations of Successful Applicants**

**5.1 Responsibilities of successful applicants**

**5.1.1. Funding agreement**

All successful applicants will be required to enter into a [funding agreement](https://www.vichealth.vic.gov.au/media/60896) with VicHealth and comply with its Terms and Conditions.

**5.1.2 COVIDSafe**

All funded projects must ensure all project activities are delivered using COVIDSafe methods and if any COVID-19 related risks or exposure sites arise, VicHealth must be advised immediately.

**5.1.3 Insurance**

All successful applicants will be required to maintain and hold all necessary and adequate insurance cover for the purpose of the project, and agree to provide insurance certificates if requested by VicHealth including:

* Certificate of Currency for public liability insurance of at least $10,000,000
* Certificate of Currency for Workers Compensation (WorkCover) or letter from WorkSafe providing an exemption
* Certificate of Currency for professional indemnity insurance of at least $5,000,000

If insurance is not currently held, commit to purchasing all necessary insurance before commencing the project.

**5.1.4 Child safe practices**

VicHealth is committed to supporting the health, safety and wellbeing of kids and young people through both our own work and the work of our partners.

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.

Projects funded through this grant round that provide services to children (under 18) must:

* Comply with the new Victorian Child Safe Standards; and
* Ensure all employees and persons engaged for the project comply with the Child Wellbeing and Safety Act 2005 (Vic) and the Worker Screening Act 2020 (Vic); and
* Obtain or maintain for the duration of the project, insurance that provides indemnity for liability for Child Abuse.

More information on VicHealth’s commitment to the wellbeing and safety of children and young people can be found [here](https://www.vichealth.vic.gov.au/about-us/vichealth-policies/statement-commitment-safety-and-wellbeing-children-and-young-people).

**5.2 Project Design and Reporting**

**5.2.1 Project Design**

All funded projects will be required to submit a project plan and budget using templates provided by VicHealth. The project plan will be co-developed between funded projects, VicHealth and partners with relevant expertise. This will ensure funded projects adhere to collective impact methodology and are guided by best-practice evidence.

To support this process, all funded projects will be required to participate in a ½ day in-person systems mapping workshop.

**5.2.2 Progress report**

All funded projects will be required to submit a progress report using a template provided by VicHealth.

**5.2.3 Final report**

All funded projects will be required to submit a final report using a template provided by VicHealth.

**5.2.4 Progress meetings with VicHealth**

Where requested, funded projects will be required to meet with VicHealth to provide a verbal update on the progress of the project.

**5.3 Participation in Operational Group Meetings**

Successful applicants will be required to nominate a representative to attend and meaningfully participate in Operational Group Meetings with other funded partners. This group will focus on implementation (sharing learnings and insights), system monitoring and reporting against the mutually reinforcing actions of funded partners.

It is anticipated that there will be a series of hybrid meetings throughout the funding period. It is expected that preparatory work may be required prior to each meeting to maximise the effectiveness and efficiency of each meeting.

**5.4 Acquit funding**

All funded projects will be required to submit an audited financial acquittal using a template provided by VicHealth.

**5.5 Evaluation**

Successful applicants will be required to deliver on VicHealth evaluation requirements. This will include working with VicHealth’s evaluation partner to identify system signals and other measurement/data indicators. It will also involve collecting data using tools and methods agreed to by the Operational group.

**5.6 Publicly acknowledge VicHealth funding**

Successful applicants will be required to meet the following VicHealth branding requirements:

* VicHealth branded signage (to be provided by VicHealth) to be displayed at all relevant funded spaces/locations.
* VicHealth logo to be used on all promotional materials.

**5.7 Provide permission for VicHealth to use and share project materials**

Successful applicants will give permission to VicHealth to share images, video, audio or project materials in VicHealth reporting, social media or other promotional activities. The successful applicant must ensure that any person featured prominently in an image, video or audio has signed a consent form which acknowledges and agrees to permissions of use for VicHealth. This clause will be provided in the successful applicant’s funding agreement.

**6. Recommended Reading**

Before applying, we recommend you read and understand the following documents:

|  |  |
| --- | --- |
| **Name** | **Why is it recommended?** |
| VicHealth [Harmful Industry Relationship Funding and Procurement Policy](https://www.vichealth.vic.gov.au/search/vichealth-harmful-industry-relationship-funding-and-procurement-policy) | This webpage provides an overview of VicHealth’s Harmful Industry Relationship Funding and Procurement Policy, when a declaration is required and how they will be assessed. |
| [Influencing Gen Vape research summary](https://www.vichealth.vic.gov.au/vaping/influencing-gen-vape-summary-report-pdf) | This research summary report gives insights into how to craft health promotion interventions and messaging that will positively influence teens’ attitudes and behaviours towards vaping. This should be used to inform project direction and intervention activities. |

**7. Contact and Enquiries**

Please review the [VicHealth website](https://www.vichealth.vic.gov.au/funding/vaping-prevention-grants) for up-to-date information about this funding opportunity. To speak with someone at VicHealth, you can submit a question via the VicHealth Stakeholder Portal, or you can get in touch via email at partnershipgrants@vichealth.vic.gov.au. Please note our business hours are 9am to 5pm Monday to Friday (excluding public holidays).

Please note: Due to volume of enquiries, and in fairness to all applicants we cannot provide feedback on individual ideas or provide advice, however, we can clarify the intention of the grant round and the outcomes it is trying to achieve.