



**The Hume Whittlesea
Primary Care Partnership (HWPCP)
Member Grant Scheme
2018**

Invitation to Apply & Program Guidelines

Opens: Wednesday 19 September 2018

Closes: 5.00pm Friday 12 October 2018

Contact information

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Background

The Hume Whittlesea Primary Care Partnership (HWPCP) is a voluntary alliance of primary care agencies operating in the local government areas of Hume and Whittlesea, located in outer Northern Metropolitan Melbourne. We are one of 30 Primary Care Partnerships (PCPs) across Victoria that is funded by the Victorian Department of Health as part of its PCP strategy. PCPs are the Department's preferred platform for driving primary health care initiatives that require a partnership approach.

Our catchment, which includes the Cities of Hume and Whittlesea, has a diverse population of over 410,000 residents. We are a significant growth corridor with the population expected to double in the next 20 years. Our catchment also has a rural interface presenting unique challenges to access and equity in health service provision in the region.

The work of the PCP has consistently been structured around on the Social Determinants of Health, including education and employment, social supports, housing and health literacy. Re-designing the service system using a social determinants of health lens is a key outcome of the National Primary Health Care Strategic Framework.

HWPCP members are best placed in understanding the social determinants of health in their community and primary care services, local government and child and family services are considered to represent the best local launching platform and base for health promotion, prevention and early intervention programs.

Traditionally our PCP has focused on partnership development and sector capacity building in service coordination and integrated chronic disease management largely through defined initiatives and funded projects. In recent years, we have utilised this expertise to consolidate our role as a leader and necessary stakeholder for successful partnerships.

Working with our members, we have continued to strengthen our ability to integrate quality and service coordination best practice into the local service system. We are recognised as key stakeholders in local aged care reform and support to the community. We continue to leverage our relationships in inform policy, undertake research and evaluations, together with the translation and transfer of knowledge on a range of critical primary care issues within the catchment and more broadly.

The 2018 HWPCP Member Grants Program is a wonderful opportunity to support the longstanding and important work of the HWPCP in improving the long-term health and wellbeing of our communities in the outer northern metropolitan catchment of the Melbourne.

Overview

HWPCP Grants will be awarded to successful member organisations in order to support new or expanded community based prevention and systems integration projects across the Hume and Whittlesea LGA's. Familiarity with the eligibility criteria will be essential for success.

Two grant categories will be available, including a major and minor grant funding streams.

Total Grant Scheme funding for 2018 is \$200,000 excl. GST. It is anticipated that multiple grants will be awarded within one or both of the grant streams.

Aims and Objectives

The aims of the HWPCP Grants Scheme are to:

- Engender and action innovation in the delivery of prevention and early intervention initiatives at a community level;
- Develop and build the capacity, knowledge, networks, infrastructure and skills in the community to deliver local initiatives;
- Translate into action those key learnings and practice expertise already identified by local services in the three focus areas; and
- Raise awareness of local prevention, early intervention and partnership needs and issues.

Grant scheme principles

The HWPCP Grants will be awarded to members whose submissions include the following key factors and principles:

1. *Partnership based with a focus on building local capacity or maximising collective impact within the catchment*
2. *Alignment of the proposed initiative to the aims and objectives of this Scheme and the HWPCP in general*
3. *Robust and agile evaluation methodology must be built into the project design and defined as an outcome*
4. *Meeting identified local need - i.e. health and wellbeing needs and/or service system enhancements*
5. *New or novel approach to solving a problem and a solution that expands and existing successful approach.*

Grant streams

Major grant scheme

Successful projects in this funding stream will have the capacity for major impact, innovation and sustainability, as well as demonstrated organisational capability to deliver innovatively on project commitments.

Minor grants scheme

Provides limited funding for a period of 100 days to support a variety of types of projects, including pilot or feasibility studies and trials. The 100-day program Grant category seeks to support time limited investigative projects which are based one or more of the HWPCP key priorities, utilising a rapid change methodology. The time limiting aspect of 100 days allows for maximising return on investment and is suitable for new decision-making pathway to be investigated / actioned thereby setting a 'service patterns' to become the norm.

This approach has been trailed in the areas of mental health, service referral and admissions pathways, housing and other chronic disease interventions together with health promotion initiatives. The 100-day project approach underlines the importance re-design efforts are intensive and focused. Evaluation is built in prior to commencement and rigorously measures change.

Priority Areas

The HWPCP Member Grants Scheme will support projects within its catchment targeting work addressing the listed key priority areas;

1. Prevention (of poor health - general)
2. Prevention of Family Violence
3. Systems integration.

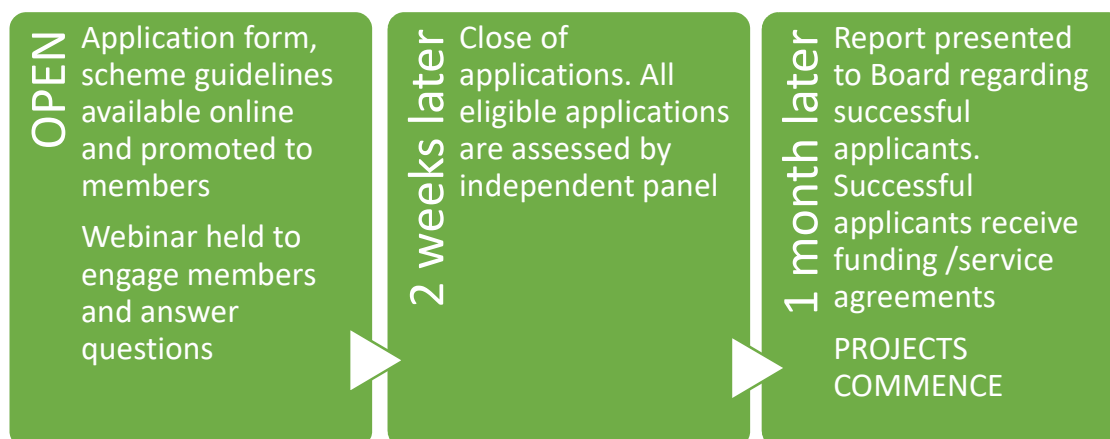
These priority areas continue to be a major focus of concern in the catchment today. The HWPCP will look favorably on projects that aim to address these issues. Organisations that choose to focus on health needs other than those listed above, are required to provide clear evidence in their application.

Eligibility

1. Applicant Organisations must be HWPCP members.
2. Applicant organisations must be incorporated.
3. Applicant organisations must be based in, and/or provide services to, people in the HWPCP catchment (applicant organisations may form partnerships or a consortium with other organisations located outside of this catchment but the target community must be within HWPCP catchment).
4. Applicant organisations must have current Public Liability Insurance cover to a minimum of \$10 million as well as other insurances as necessary and appropriate to the successful delivery of the proposed project (evidence is required as part of the selection process).
5. Projects should aim to address at least one of the HWPCP key priority areas.
6. Projects must take place in, and benefit, communities within the HWPCP catchment

Process

Member organisations of the HWPCP are invited to apply to HWPCP for funding under the 2018 HWPCP Member Grants Program, with applications to open on **Wednesday 19 September 2018 and closes at 5.00pm Friday 12 October 2018.**



Eligibility criteria

Criteria	Evidence
Partnership	List of partners provided including role descriptions within the project Type of partnership to be adopted. Engagement and communication strategies to be used to ensure partnership is effective
Alignment	Alignment of the proposed initiative to the aims and objectives of this Scheme and the HWPCP in general
Innovation	How the project a new or novel approach to solving a problem or how the proposed initiative provide a solution that expands an existing successful approach.
Methodology	Robust and agile evaluation methodology documented Project design defined including timelines, outcomes and outputs
Community need	Meeting identified local need - i.e. health and wellbeing needs and/or service system enhancements
Project viability	Has the activity/project been well planned—does the applicant understand the costs, risks, time and resources required to complete the activity/project? What resources and skills have been identified as critical to the success of the activity/project?
Financial viability	Is the project financially viable? Can the applicant contribute to the cost of the activity/project? Has the applicant demonstrated they understand all costs associated with the activity/project? Is the applicant able to meet any future costs (e.g. operating and maintenance) of the activity/project? Has the applicant provided an itemised budget?
Access, inclusion & community connection	How the applicant considers issues of social exclusion and/or barriers to participation.

Assessment

An independent panel has been established to assess submissions against the eligibility criteria to ensure transparency and fairness. A scoring matrix will be used to assess submissions to a consistent and fair standard. Applicants should read the assessment criteria below carefully. Questions on the application form are grouped and ordered as per the selection criteria.

Applications **must** be submitted online through the survey links provided, exclusively using the HWPCP Grant Program Application Form through survey monkey. Submissions that are not submitted online through the HWPCP form will not be considered.

Unsuccessful submissions

Common reasons why a submission may be unsuccessful include:

- The primary applicant is not a HWPCP member;
- The applicant does not adequately explain the need for the activity/project;
- The grant is for a health need that is not a priority area and funding has been exhausted on applications that focus on the priority areas;
- The grant is not critical to the success of the activity/project (the activity/project would most likely go ahead regardless);
- The application is incomplete or lacking adequate information;
- Project planning (timeline, budget, aims and outcomes) was inadequate or not clearly demonstrated; or
- The applicant had a strong financial situation and/or ability to fund the project by other means.

Budget

The budget needs to include all income and expenditure related to the activity/project for which you are requesting funding. Grants to recipients not registered for GST will be made exclusive of GST.

Funding conditions

Successful applicants will abide by the terms and conditions of a funding agreement. Funds must be spent on the activity/project described in the application. Any variation to an activity/project must be pre-approved by HWPCP.

All 2018 funded projects must be completed by 30 September 2019.

Successful applicants are required to submit a report on grant outcomes and expenses at the agreed reporting periods and at the end of the project period. It is expected that successful applicants will provide a brief report identifying project risks, management strategies and outcomes monthly. Any unspent funds are to be returned to the HWPCP.

Privacy

The collection and handling of submissions will be in accordance with HWPCP Privacy policy. All submissions will be viewed as commercial in confidence and will not be discussed with third parties without the consent of the member organisation.