

Instruction To Applicants

Please read the HWPCP Legacy Grants Program Invitation to Apply & Guidelines as well as the *HWPCP Hume and Whittlesea Comprehensive Needs Assessment* prior to completing this form.

Applicants must complete all relevant sections of the application form, including the checklist and declaration at the end.

Applications must be received by no later than 5pm AEST, Friday ##### 2018.

Please submit three (3) hard copies of your full application (and any attachments) by post to:

HWPCP

2017-18 Grants Program

187 Cooper St

Epping 3087

Applications can also be delivered in person to the HWPCP Epping office by depositing them in the PVCH Reception Area.

Applications will be acknowledged by email, within 1 (one) working day of receiving the documents.

For further information and assistance, please contact Max Lee

2. Organizational Details

In this section, you are required to provide information about your organisation including contact details of those involved with the application.

*Please note that the **Applicant organisation** (or nominated lead organization) must be a registered HWPCP Member organization in order to submit a Grant application .*

If you apply in collaboration with one or more other organisations, the consortium **must** nominate a **Lead Organisation** for the application.

2.1 Applicant organisation details (or nominated lead organization)

Registered organisation name:

Street address:

Trading name of organisation: (if different from above)

Postal address: (if different from above)

Telephone:

Email:

Website: (if applicable)

2.2 Status of applicant organization (please circle yes or no)

<i>Is the organisation registered for GST?</i>	Yes
	No
<i>Is the applicant organisation incorporated?</i>	Yes
	No (If 'No', you are ineligible for funding)
<i>Type of legal entity</i>	ABN: ACN: (Please indicate legal entity type and attach a copy of the current certificate)

Please Note: For applicants submitting a consortium application:

- Ensure that the nominated lead organisation (the applicant) is a legal entity capable of entering into a funding agreement with the HWPCP.
- Attach to the application, a letter of support from each of the consortium applicant organisations, clearly outlining their role in and commitment to the project.

2.3 Contact details

In this section you are required to provide contact details of your Principal Contact Person and Project Contact Person (if different)

Principal contact Person

The principal contact person is the person who is legally authorised to enter into contracts on behalf of your organisation.

The principal contact must complete the declaration at the end of this application and will be required to sign a HWPCP – Sunbury CH Agreement for the Provision of Funding if your application is successful.

NB: This is generally an Office Bearer sitting on the Management Committee for example; a Chairperson, President, Secretary or CEO.

Principal Contact Name:

Position:

Email:

Telephone:

Mobile:

Project contact Person (if different from above)

This is the person who knows most about the project. Generally this would be the Project Manager.

Project Contact Name:

Position:

Email:

Telephone:

Mobile:

2.4 Insurance

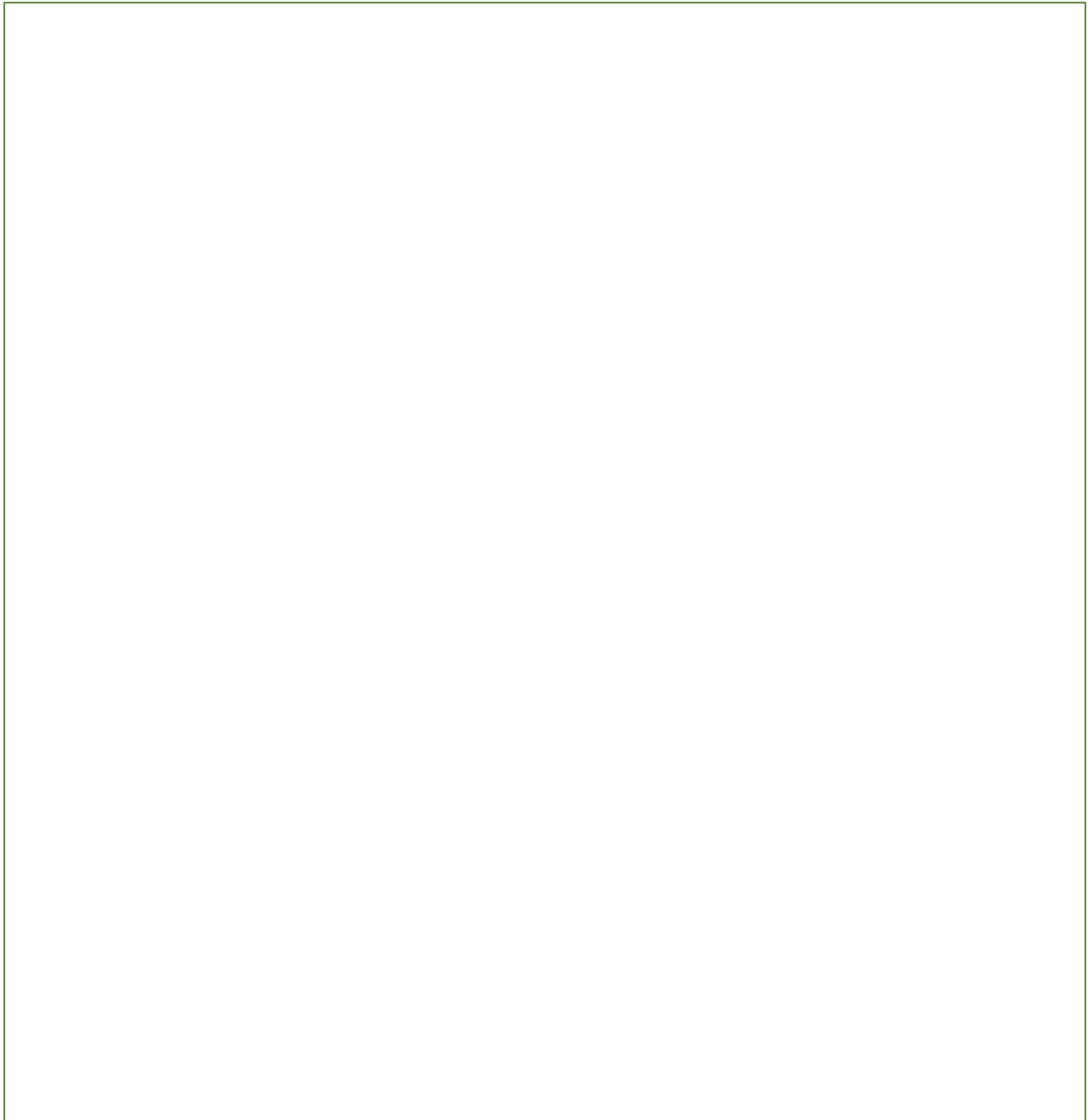
Applicants must have current Public Liability insurance cover to a minimum of \$20 million as well as other insurances as necessary and appropriate to the successful delivery of the proposed project.

<i>Does the applicant organisation hold a minimum \$20 million Public Liability Insurance?</i>	Yes
<i>If YES</i>	Please provide evidence of your current \$20 million Public Liability Insurance (A certificate of currency is acceptable) Expiry Date of Insurance Policy: ____/____/____
<i>If NO</i>	<i>You are ineligible for funding</i>

3. Organizational information

3.1 Provide an outline of the kind of work the applicant organisation usually performs.
(Maximum 1000 words)

Please also attach a copy of your organisation's most recent Annual Report and Strategic Plan (where possible).

A large, empty rectangular box with a thin black border, intended for the applicant to provide an outline of their organization's work and attach relevant documents like an Annual Report and Strategic Plan.

3.2 Ethics and Values

Provide an outline of the ethics and values of the **applicant organisation** and how those values align with the purpose of MRNWM-ML and its legacy of commitment to the long term health and wellbeing of the population in the North Western Melbourne and Macedon Ranges regions.

(Maximum 1000 words)



Please Note : for a consortia application, please provide an outline of the ethics and values of each consortia member organization. *(Maximum 200 words per organisation).*

3.3 Governance and Accountability

The applicant organisation is required to demonstrate sound Governance structures, processes and controls that comply with relevant legislative requirements that govern how the organisation functions and the capability to make decisions in an accountable and transparent manner.

Responses should include, but are not limited to:

1. *Details of the organisational structure*
2. *Evidence of effective and efficient Governance structures e.g. Finance, Risk, Audit, Compliance or equivalent Committees*
3. *Processes and policies for dealing with conflicts of interest*

(Maximum 1000 words)

For consortia applications, explain the role and function of each consortia member in meeting the agreed requirements *(Maximum 400 words per organisation)*

3.4 Organisational capability

Applicants are required to demonstrate the organisational capability necessary to support the efficient and effective delivery of projects.

Responses should include but are not limited to:

1. Evidence of human resources management policies, procedures, information records and document management systems.

(Maximum 500 words)

3.5 Financial capability

Applicants are required to demonstrate sound financial processes, sustainability and the capacity to make efficient, effective, ethical and economical use of the HWPCP funding.

(Maximum 500 words)



The *Legacy Program Selection Committee* will consider whether any specific conditions will need to be imposed as a condition of funding.

Please provide most recent audited financial report

4. Project Details

In this section you are required to provide specific details on the proposed project, including what your project aims to achieve and in what timeframe.

The applicant is required to demonstrate the ability to actively manage the proposed project delivery.

When responding, please ensure you address the following information to support your response:

1. *Relevant expertise; and*
2. *Specific examples of similar activities that demonstrate experience and capacity*

For further information, refer to the HWPP Legacy Grants Program *Invitation to Apply & Guidelines*.

4.1 Project Title

Project Title:

Prepared by (Project Manager):

Endorsed by (Agency CEO):

Date:

/ / 2017

4.2 Project Rationale

Please **tick** all relevant HWPCP priority areas that your project will address:

<i>Priorities:</i>	
<input type="checkbox"/>	<i>Tackling Family Violence</i>
<input type="checkbox"/>	<i>Improving Health Literacy</i>
<input type="checkbox"/>	<i>Chronic Disease Prevention and Management</i>
<input type="checkbox"/>	<i>Improving Access to Maternal and Child Health Services</i>
<input type="checkbox"/>	<i>Improving Access to Mental Health Services</i>
<input type="checkbox"/>	<i>Other</i>

Describe the specific health need or gap that your project addresses.

Please Note : Organisations that choose to focus on other health needs in their proposed project, other than the ones listed above, are required to provide compelling evidence of the need in the catchment.

(Maximum 1000 words)

4.3 Evidence base/needs analysis

Applicants are required to demonstrate a rigorous evidence base for their proposed project, such as;

1. *Health data*
2. *Analysis of gaps, needs and demand*

The applicant is required to demonstrate evidence that the proposed project is an effective intervention.

The applicant should also consider how to collect information and evaluate the health improvement in the target group as a result of the project. This information should inform and align with your Monitoring and Evaluation Strategy.

(Maximum 2000 words, plus attachments and/or supporting documentation)

4.4 Project implementation – aims and objectives

Describe three (3) aims and up to six (6) objectives for this project. Think about the project objectives using the **SMART** methodology:

S

Specific and Clear (identify what exactly will be realised)

M

Measurable (identify how it will be measured)

A

Achievable (consider whether the goal is realistic and if you have control/influence over it)

R

Relevant and Recorded (provide evidence that the objective (KPI) is relevant to the Project)

T

Time-bound (determine a time-frame that is realistic)

Aims:

Objectives:

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4.5 Key strategies to meet stated Objectives

Please list the key strategies you will use to achieve the above objectives

(Maximum 1000 words)

4.6 Project Management

Who is involved in implementing the project and what are their key roles and responsibilities in the delivery of the project?

Provide information about the project management approach, structure, staff, volunteers, etc.

Where appropriate, please list the **Project Leads from consortia member organisations** in the table below :

Name:

Position and organisation:

Email and Phone details:

4.7 Innovation and Partnerships

Priority will be given to project proposals that demonstrate innovation and, where appropriate, collaboration.

1. Innovation

Describe the way in which your project is tackling its objective in a new and unique way

2. Partnerships

Outline other groups, organisations or people who will be involved or who you have consulted with in the project and briefly describe their involvement or role.

Letters of support from external parties involved in your project demonstrating their involvement and commitment to the project will enhance your application.

Why is this project important for your community/target group? Please outline how you consulted with your community/target group.

Please outline how the performance of the partnership i.e. Executive and/or wider membership group) will be measured (please cross reference this point in the Evaluation section of the submission)

Please attach any evidence of consultation with the community and relevant stakeholders e.g. minutes, MOU's , Statement of Intent

(Maximum 1000 words)

4.8 Sustainability

Provide a strategic/ business plan for the project that extends at least two years beyond the completion of the initial proposed project.

- Describe how the benefits of this project will continue beyond the end of the funding period.
- Describe how the applicant will take advantage of opportunities to use the Legacy Grant to leverage other funding.

Priority will be given to projects that can demonstrate a capacity for a sustainable business model into the future.

(Maximum 2000 words)

4.9 Location

Within what part of the HWPCP catchment is your project based ?

Your project will provide services/support to which area(s) ?

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4.10 Project costings

Total Project Value:	
Other Income:	
In Kind Donations:	<i>(Please provide In Kind details per partner member)</i>
Total Amount requested from the Grant Programme :	

4.11 Project duration details

Project Duration (in weeks)	
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4.12 Project implementation Plan

Clearly define the project deliverables and timelines.

Please include:

- Key Performance Indicators

(Please ensure these align with the Monitoring and Evaluation Strategy 4.14)

- Key Project Milestones

(Maximum 1000 words)

4.13 Risk Management

Identify any issues that may affect the capacity of the project to achieve its outcomes

4.14 Monitoring and evaluation strategy

The applicant is required to demonstrate a strategy for measuring the effectiveness of the intervention.

How do you plan to collect information and evaluate the health improvement in your target group as a result of your project? (Ensure this strategy aligns with your Project Implementation Plan)

(Maximum 2000 words)

4.15 Project budget

Please provide a comprehensive Project Budget which lists all income sources and expenditure directly related to the project. Provide a detailed breakdown and description of all project expenses including details of how you calculated your in-kind contributions to the project.

All figures must be GST exclusive.

The budget must include the amount of funding sought from the Legacy Grant, any income from other sources, and in-kind contributions. Please also include the project costs, wages and salaries, costs of monitoring and evaluation etc.

5. Branding

If the proposed application is successful, the applicant organisation agrees to acknowledge the HWPCP Grants Program in written materials, using this statement:

“This project has been funded by the HWPCP Grants Program”

Yes I agree to use the appropriate branding

