

# GenQ

## Health and Wellbeing Community Grants Scheme Guidelines 2023

A program developed by

**health+wellbeing**  
Queensland

An initiative of



**Queensland**  
Government

## Acknowledgement of Country

Health and Wellbeing Queensland (HWQld) respectfully acknowledges and recognises Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of the lands, winds and waters where we live, learn and work.

We pay our respects and acknowledge the important role of Elders, past and present, for they hold the memories of the traditions, cultures and aspirations of Australia's First Nations peoples, and have taken on the responsibility to protect and promote their culture and leave a legacy for future Elders and leaders.

We acknowledge any Sorry Business that may be affecting individuals, families and communities.

We promise to be respectful, take lead from the community and walk together with Aboriginal and Torres Strait Islander peoples, communities and organisations in our journey to better health.

We recognise that Aboriginal and Torres Strait Islander culture is rich and diverse and that we, as an agency, have a responsibility to facilitate efforts that account for this to ensure equity for all.

We celebrate Aboriginal and Torres Strait Islander history, in particular the strength, resilience and courage which has occurred over time and now inspires current and future generations to create a healthier Queensland.

## Disclaimer

*The authors have taken reasonable steps to ensure the publication is correct at the time of publication. Submission of an application does not guarantee funding and any direct or consequential loss or damage suffered because of reliance on this publication is the user's sole responsibility.*

*The costs of preparing an application are borne by the applicant and successful funding does not indicate support for future applications to HWQld.*



139 Coronation Drive, Milton Green,  
(entry via Little Cribb Street)  
PO Box 1419 MILTON QLD 4064  
phone: 0467 830 979  
email: [info@hw.qld.gov.au](mailto:info@hw.qld.gov.au)  
office hours: 9am to 5pm, Monday to Friday

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# 1

## About the Health and Wellbeing Queensland Grants Program

Health and Wellbeing Queensland (HWQld) was established in July 2019, as Queensland's dedicated Public Health Agency under the Health and Wellbeing Queensland Act 2019 (HWQld Act), to improve the health and wellbeing of all Queenslanders and reduce health inequities.

A key initial focus for HWQld is obesity prevention and the reduction of chronic disease, through nutrition, physical activity and wellbeing, and reducing health inequity as reflected in the vision statement for its 2020–2024 Strategic Plan:

*Every Queenslanders achieves and sustains a healthier weight by moving more and making healthier food and drink choices.*

As the state's first dedicated public health authority our role is to improve the long-term health for Queenslanders. Public health is a group of three core services under prevention, protection and promotion, which HWQld delivers through targeting risk factors of obesity, poor nutrition and low physical activity.

Sustained investment in prevention and public health is needed to address the prevalence of chronic disease, improve wellbeing, stem growing health costs and disrupt cycles of disadvantage. HWQld is focusing on nutrition, physical activity and wellbeing to demonstrate the positive impacts prevention and strong public health can have on the population.

# Generation Queensland

Generation Queensland (GenQ) is HWQld's vision that sees children born today experiencing better health outcomes than the generations of Queenslanders before them.

**GenQ** *is for every child.*

In Queensland, currently 2 in 3 adults and 1 in 4 children live with overweight and obesity. Across Australia, children in lower socio-economic areas are facing rising obesity rates. Modelling shows that children born in 2023 could have shorter life expectancy than their parents, with a projected reduction of up to 5 years off their life expectancy due to the impact of overweight and obesity.

We have a chance to change the lives of the next generation, where every Queenslanders can live their best life, regardless of where they live. GenQ is for every child. Achieving our objectives will contribute to the Queensland Government's objectives of safeguarding our health by supporting the health, wellbeing and resilience of our diverse communities as well as backing our frontline services in increasing access and improving the delivery of healthy lifestyle programs.



**Health and Wellbeing Queensland is laying the groundwork for **GenQ** through targeted investment and coordination of strategic, whole-of-government initiatives.**

**Queensland Obesity Prevention Strategy and Action Plan**

Leading Queensland's implementation response to the National Obesity Strategy.

Engaging consumers and a broad range of stakeholders in a co-design process to identify and drive collaborative actions that will change factors promoting unhealthy weight gain and support those living with overweight and obesity.

Seeking collaboration across government for advice, input and to build shared responsibility for delivery of actions over a 10 + 10-year timeframe.

**Remote Food Security Strategy and Action Plan**

Addressing food security in remote First Nations communities in Queensland is a key strategic priority.

Finding solutions that respond to communities' concerns related to systemic challenges such as freight, supply chain, local food production and healthy housing.

Partnering with First Nations leaders, organisations and agencies to guide the development of actions to be progressed that will support communities to become resilient, stable and food secure across Queensland.

**Queensland Equity Framework**

Building the social conditions for all communities, families and individuals to flourish.

Engaging with government, lived-expertise and the community sector, the Framework is harnessing systems leadership to drive a shared understanding, common goals and integrated action to address systemic barriers to equity.

Surfacing insights, learnings, opportunities and a portfolio of actions.

**Clinical Prevention Strategy**

Bridging the gap between health promotion and clinical healthcare by integrating prevention across the health system through innovative models of care, digital integration, education and training informed by data and evidence.

Immediate focus is the first 2,000 days action plan upscaling existing initiatives and addressing programmatic and systemic health care gaps for this critical life stage.

Supported by the development of an Interprofessional Clinical Prevention Training package.

## HWQld has invested in four key **GenQ** initiatives, designed to mobilise the system and communities

Population Data Platform	Community Insights Panel	HWQld Grants Program	Health and Wellbeing Centre for Research Innovation
Providing insights about health and wellbeing outcomes and drivers.	Capturing the lived experience of Queenslanders to help shape policies and programs.	Generating evidence-based and innovative ideas to improve population health and wellbeing.	Conducting innovative and high impact transdisciplinary research.

### The HWQld Grants Program will offer four different schemes for funding to support its objectives:

1. GenQ Health and Wellbeing Community Grants Scheme
2. GenQ Health and Wellbeing Impact Grants Scheme
3. Health and Wellbeing Translational Grant Scheme
4. Health and Wellbeing PhD Top-up Scholarship

For more information on each of the four schemes please visit the [Health and Wellbeing website](#) or contact the Grants Team by email to: [grants@hw.qld.gov.au](mailto:grants@hw.qld.gov.au).

# 2

## About the GenQ Health and Wellbeing Community Grants Scheme



### Overview

The aim of the GenQ Health and Wellbeing **Community Grants Scheme** is to encourage and support community-led initiatives across Queensland to improve health and wellbeing within the community, with a focus on infants, children and young people.

The GenQ Health and Wellbeing Community Grants Scheme aims to fund activities that will benefit one or more of the following priority or at-risk populations:

- Infants, children and young people (mandatory)
- First Nations peoples
- People experiencing disadvantage; living with disability; or from culturally, linguistically and spiritually diverse backgrounds, including recent migrants and refugees
- People living in rural and remote regions.

### Grant amount and grant period

A total funding pool of up to \$400,000 (excluding GST) is available for the delivery of initiatives of up to 12 months in duration. Eligible Applicant Organisations will have the opportunity to apply for grants from \$5,000 up to \$20,000 (excluding GST).

An organisation may submit up to two grant applications. However, each application must be for a different initiative with different goals, objectives and activities.

The total allocation of the GenQ Health and Wellbeing Community Grants Scheme will be determined on completion of the selection process and will be dependent on the number and quality of applications received. To maximise funding opportunities, HWQld will support a range of initiatives of varying amounts of funding, and consideration will be given to fund applications submitted from a breadth of geographical locations in Queensland to ensure provision of support for community initiatives across urban, regional, rural and remote areas.

The grant period will be for a maximum of up to 12 months. The initiative must be completed within the grant period unless a no-cost extension has been requested and approved by HWQld. Funding is for one-off time-limited initiatives and is not intended for ongoing funding.

## Objectives

The objectives of the GenQ Health and Wellbeing **Community Grants Scheme** are:



### Nutrition

Increase knowledge of nutrition, and empower individuals and the community to increase consumption of vegetables and fruits and maintain a healthy weight in order to meet recommendations in the [Australian Dietary Guidelines \(2013\)](#) and [Infant Feeding Guidelines \(2012\)](#).



### Physical activity

Improve opportunities and access to increase levels of physical activity and support individuals to maintain a healthy weight and meet the relevant national [Physical activity and exercises guidelines for their age group](#).



### Sleep

Promote better sleep to increase the proportion of Queenslanders meeting the relevant [national guidelines for sedentary recreational screen time and sleep for their age group](#).



### Wellbeing

Facilitate initiatives and activities to support wellbeing, including emotional, social, psychological, mental, spiritual & cultural wellbeing, and create community connectedness to align with the [Queensland Children's Wellbeing Framework](#).

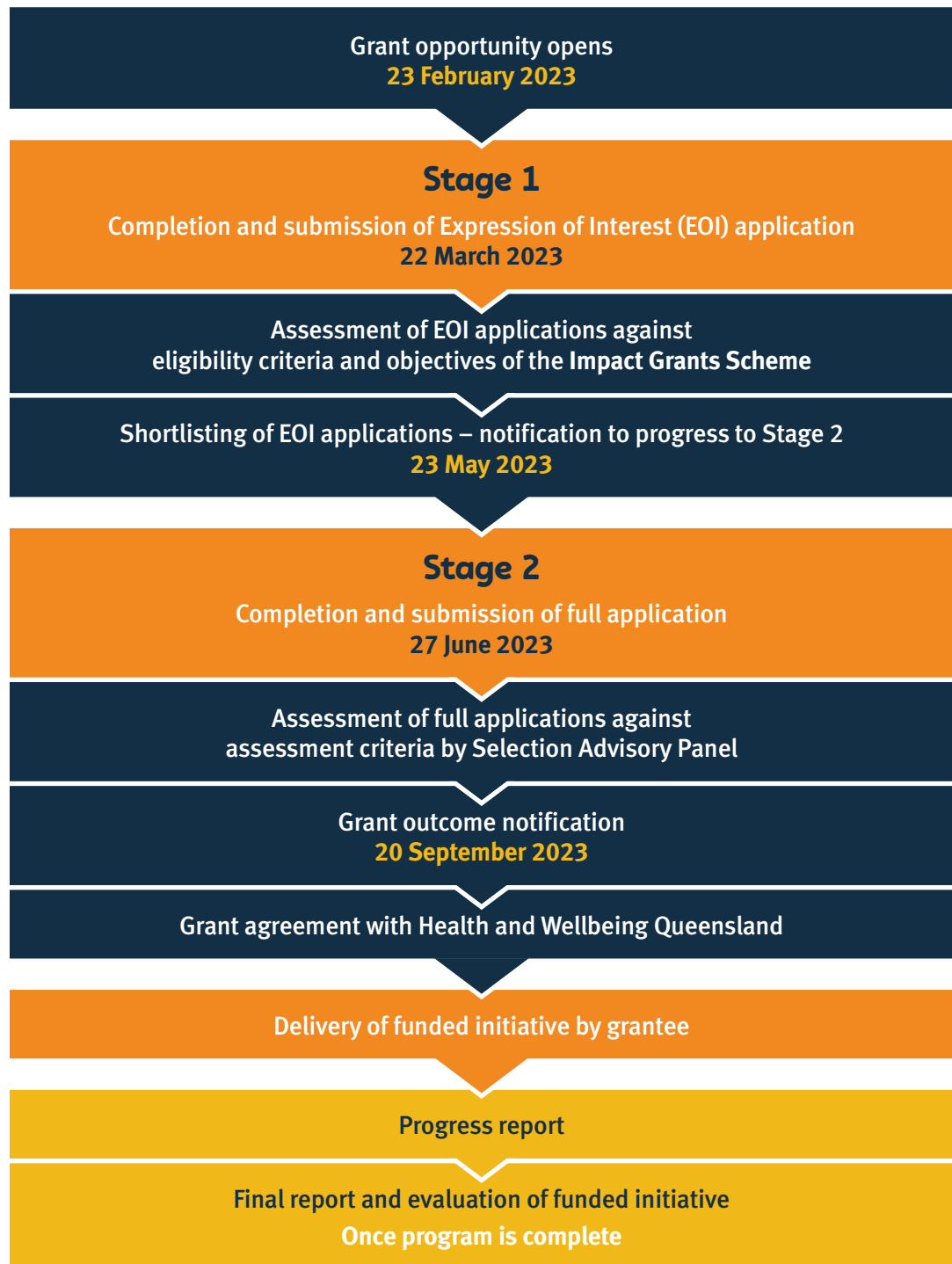


### Health equity

Facilitate improved access to healthcare and promote health equity to align with the objectives of the Queensland [Unleashing the potential: an open and equitable health system Report](#) and the [National Preventative Health Strategy 2021–2030](#).

## Grant process and key dates

Funding under the GenQ Health and Wellbeing **Community Grants Scheme** is awarded through a two-stage competitive application assessment process. Please refer to the process map below for details on the different stages of the grant process and relevant key dates.



# 3

## Eligibility



HWQld can only consider applications that meet all the eligibility criteria as listed below and included in the application form.

### Who is eligible to apply?

*The organisation (or auspice organisation) applying for a grant must be:*

- ✓ able to enter into a legally binding and enforceable agreement with the State of Queensland;
- ✓ a not-for-profit or non-government organisation and have an active ABN;
- ✓ based within a Queensland community;
- ✓ currently operating within Queensland (for at least 12 months), delivering services or support to the Queensland community;
- ✓ have the appropriate type and level of insurance for the activities that are the subject of this grant; and
- ✓ willing to agree to the terms and conditions of the funding agreement.

and:

- ✓ Be one of the following entity types:
  - a company/association incorporated in Australia
  - a trustee on behalf of a trust
  - a partnership or consortium, with a lead organisation
  - a registered charity or not for profit organisation
  - an Australian statutory authority
  - an Australian government-linked body
  - an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*.

## Who is not eligible to apply?

*Applicants are not eligible to apply if they are:*

- ✗ an individual or a trust, sole trader or organisation applying on behalf of an individual;
- ✗ an unincorporated Association;
- ✗ a Commonwealth, State or Territory government department or agency;
- ✗ an overseas resident;
- ✗ an International Entity;
- ✗ involved with the tobacco industry;
- ✗ an applicant with outstanding contractual or financial obligations (including reports, acquittals) for any HWQld funded initiatives/programs; or
- ✗ an applicant/organisation subject to current or impending legal action which could impact its financial viability.

## Eligible grant activities

The proposed initiative must demonstrate a clear benefit to the community in alignment with one or more of the objectives and priority groups outlined in the [Overview](#) (pages 6 and 7 of these guidelines). Applicants should consider partnering with other organisations to improve the design and delivery of the initiative to strengthen outcomes.

The intended outcomes (short-term and/or long-term) of the proposed initiative should support identified community needs and also test and/or build the case for more sustainable change to promote and sustain health and wellbeing of the community, with a focus on infants, children and youth. The application must identify the current gap or opportunity and the potential to bridge this gap and maximise this opportunity through the proposed initiative.

To discuss eligibility of the proposed initiative prior to submitting an EOI please contact the HWQld Grants Team.

## Eligible expenditure

The Applicant Organisation can only spend the grant on eligible expenditure according to the approved budget in the funding agreement.

*Eligible expenses include:*

- ✓ staff salaries and on-costs that can be directly attributed to the provision of the grant scheme in the identified service or priority area;
- ✓ employee training for paid and unpaid staff including committee members, that is relevant, appropriate and in line with the GenQ Health and Wellbeing Community Grants Scheme objectives;
- ✓ operating and administration expenses directly related to the initiative (HWQld would consider funding these expenses to a reasonable level);
- ✓ initiative-specific costs or activities; and/or
- ✓ evaluation of the funded initiative and/or to explore options for future sustainability and ongoing viability.

*If the application is successful, HWQld may ask the applicant to verify initiative costs provided in the application.*

## Ineligible expenditure

*Grant funding cannot be used for:*

- ✗ the purchase of real estate or vehicles;
- ✗ equipment and materials not directly related to the proposed initiative;
- ✗ major capital expenditure;
- ✗ funding of retrospective costs incurred;
- ✗ costs incurred in the preparation of a grant application or related documentation;
- ✗ ongoing operating expenses or other 'business as usual' expenses not specifically related to the initiative (e.g. outgoings such as utility costs or rent; general operational wage-related costs such as administrative support; online costs such as internet connectivity; accounting or legal advice) not directly related to the proposed initiative;
- ✗ overseas travel;
- ✗ public liability and other insurances;
- ✗ tertiary level education qualifications, e.g. enrolment costs of a diploma or degree at the tertiary level
- ✗ fundraising activities  
**Note:** *events that support the delivery of the proposed initiative are permitted, however events delivered in isolation and without connection to the activities are not eligible for funding; and/or*
- ✗ the purchase of alcohol or works and purchases that will require a liquor or gaming license.

## Ineligible grant activities

*Grant funding cannot be used for:*

- ✗ initiatives outside of Queensland;
- ✗ initiatives with existing funding for the same initiative or period;
- ✗ product branding, advertising or promotion;
- ✗ initiatives that support or oppose a political organisation or involve political or lobbying activity;
- ✗ primarily commercial or fundraising ventures;
- ✗ initiatives that have already started unless the proposed activities include strategic expansions or new/innovative additions to the existing program of activities;
- ✗ initiatives requiring ongoing funding from the Queensland Government; and/or
- ✗ initiatives that are considered to be the core responsibility of other Commonwealth, State, Territory or Local Government bodies.

For any queries relating to the eligibility of the proposed initiative, please contact the HWQld Grants Team before submitting the application.

# 4

## Application process and requirements

The application process is a two-stage process involving an initial expression of interest followed by full application by invitation only.

To submit an application for a GenQ Health and Wellbeing Community Grant, the applicant must:

- Read and understand these guidelines;
- Register and complete the online application form via the *SmartyGrants* online portal. This link is available via [www.hwqld.gov.au/grants](http://www.hwqld.gov.au/grants); and
- Submit the online application ensuring:
  - all sections of the online application and required attachments are complete;
  - any supporting documentation is attached; and
  - the application is approved by an officer that is legally authorised to enter into contracts on behalf of the Applicant Organisation or other relevant position (e.g. Chief Executive, President, Chairperson, Treasurer or Secretary of Applicant Organisation).

### Please note

- A separate online application must be submitted for each proposed initiative.
- Applications are due by **4.00pm** (QLD time) on the closing date as outlined in [Grant process and key dates](#) (page 8 of these guidelines). Applicants will not be able to submit their application or make changes to the application after the closing date and time.
- Applications that are incomplete will not be assessed.
- In case of technical difficulties in submitting the application online, please get in touch with the HWQld Grants Team as soon as possible and before 4.00pm on the due date.

## Stage 1: Expression of Interest (EOI)

The first step of the application process is the completion of an EOI application. The EOI application will be completed online via *SmartyGrants* and consist of a series of questions intended to provide a high-level overview of the proposed initiative, the Applicant Organisation, and budget summary.

EOI applications will be reviewed by a Selection Advisory Panel made up of independent and discipline-specific reviewers against:

- the eligibility criteria outlined in [Section 3](#);

and:

- alignment with the aim and objectives of the GenQ Health and Wellbeing Community Grants Scheme outlined in [Section 2](#) (40%);
- the potential feasibility and readiness of the initiative (20%); and
- the potential impact and difference the initiative will make to the community and identified priority groups (40%).

Following recommendations for the shortlisting of applications by the Selection Advisory Panel, HWQld will invite suitable applicants to participate in Stage 2 of the competitive grant process. If the applicant is not invited to proceed to Stage 2 to submit a full grant application in this grant round, the applicant is welcome to re-submit in future rounds provided it meets the eligibility criteria and objectives of the scheme. Feedback can be provided on request to applicants that are unsuccessful with the EOI application by contacting the Grants Team.

## Stage 2: Invitation to submit a full application

The opportunity to progress from EOI to submit a full application will be by invitation only. The full application will consist of additional questions to the EOI application form, which will be aimed at providing more detailed information on the proposed initiative. As part of the full application, applicants will be asked to submit a detailed Project Plan (see [Appendix C – Project Plan](#)) and Evaluation Plan (see [Appendix D – Evaluation Plan](#)).

Full applications will be assessed based on:

- how well it meets the Assessment Criteria listed in [Appendix A](#) and [Appendix B](#) for initiatives engaging with Aboriginal and Torres Strait Islander populations; and
- ranking in comparison to other applications.

The Selection Advisory Panel will assess the applications against the Assessment Criteria and rank them in order of merit, to make recommendations to HWQld for funding.

The independent panel members may request an additional assessment of an application if the panel members' scores are markedly disparate, or in the event that specialised expert assessment is required.

The merit of the applications will be discussed at a Grants Moderation Meeting, to be chaired by the Chair of the Selection Advisory Panel. At the conclusion of the Grants Moderation Meeting, the recommendations of the Selection Advisory Panel will be provided to the HWQld Chief Executive Officer for endorsement.

## Approvals and regulatory requirements

Prior to submitting their proposal, applicants must consider all relevant regulatory requirements and ensure compliance if applicable, including but not limited to:

- Working with children, and child and youth risk management strategy requirements as outlined by [Blue Card Services](#);
- Disability worker screening and related requirements as outlined by the [Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships](#);
- The principles of the *Human Rights Act 2019* to respect, protect and promote the human rights of participants. (Visit <https://www.qld.gov.au/law/your-rights/human-rights> for more information);
- [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities\\*](#);
- [National Statement on Ethical Conduct in Human Research 2007 \(updated 2018\)\\*](#).

Endorsement and provision of a grant under this scheme does not negate the need for applicants to obtain all necessary and required approvals.

Proposed initiatives are not required to have received all necessary and required approvals prior to applying. Time to obtain relevant approvals must be factored into the initiative's timeline and approvals must be obtained prior to commencing the activity or initiative where required.

## Other funding

HWQld encourages co-funding with local councils, community partners, and/or the not-for-profit sector, where possible, to assist in the delivery of the initiative.

Applicants must disclose whether any aspect of the proposal for this grant scheme has either:

- received funding through another Queensland Government funding program or other funding body; or
- been included in an application for funding through another Queensland Government funding scheme or with another funding body that may currently be under consideration.

Where there is potential overlap of funding, applicants are to demonstrate how the GenQ Health and Wellbeing Community Grant will either accelerate rapid roll-out of the initiative, and/or expand on the scope being funded through the other funding program and demonstrate strategic alignment.

Where an applicant has applied for funding under another Queensland Government scheme or other funding body, and the initiative of that application is the same or substantively similar to the proposed initiative under this funding program, if both applications are successful, one will need to be relinquished.

\* While the ethics laid out in these guidelines are specific to research, the ethical standpoint is applicable to other human interaction as well, including that of community-based activities.

## Partnerships

Applicants should consider partnering with other organisations to improve the design and delivery of the initiative to strengthen outcomes. The contribution of partners could take several forms, including, but not limited to:

- contributing expertise, skills and/or guidance in order to implement the initiative;
- contributing to the organisation or execution of the initiative; and
- supporting the delivery of the initiative through access, resources and/or contributions, either in-kind or financial.

If the applicant's EOI is successful and the applicant is invited to submit a full application in Stage 2 of the application process, details about partner organisations (if applicable), including key contacts, the nature of co-contributions (cash or in-kind) and how the proposed initiative will benefit from the partnership in the form of a letter of support, will be requested.

If the applicant is interested in forming a partnership to strengthen their application but is unsure how to start, please contact the HWQld Grants Team. HWQld may be able to suggest organisations to support the application. It will remain the applicant's responsibility to build and maintain these partnerships, and to ensure any contractual obligations between partners are met.

## Conflict of interest

Any conflicts of interest could affect the performance of the grant activities. There may be a conflict of interest (actual, perceived or potential – see [Appendix E](#) for definitions of different types of conflict of interest) if the applicant, Applicant Organisation or Partner Organisation named on a HWQld Grant application:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process;
- has a conflict of interest that could improperly influence, or be seen to influence, the decisions or performance of the project team;
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation received funding under the grants scheme; and/or
- has past or present arrangements with an industry or business whose objectives may compromise HWQld's aim of improving the health and wellbeing of all Queenslanders.

If the applicant has an actual, potential or perceived conflict of interest, a conflict of interest declaration and management form will need to be completed online as part of the EOI application.

Please note that a declared conflict of interest generally does not automatically preclude the applicant from being eligible for funding. HWQld will assess all declared conflicts of interest on a case-by-case basis. HWQld, however, will not award funding if any individuals, Applicant Organisation or Partner Organisation named on the proposal is or has been in receipt of any funding or support from a tobacco company, alcohol-related company, the Australian Tobacco Research Foundation, or other like bodies. Please note that E-cigarette companies, are also considered tobacco companies.

Upon submission of the conflict of interest declaration and management form, HWQld will assess the declaration and management plan and communicate the outcome of the assessment as soon as possible.

## Notification of application outcomes

HWQld will advise the applicant of the outcome of their application via email. If successful, HWQld will send the Applicant Organisation a letter of offer with a funding agreement to be signed by an authorised representative of the Applicant Organisation, acknowledged by the applicant and returned to HWQld Grants Team by the indicated due date.

If unsuccessful, the applicant may ask for feedback within one month of being advised of the outcome. HWQld will endeavour to provide feedback within one month of the request, with the timeframe being dependent on the number of applications received. If unsuccessful at the EOI stage, the applicant will have the opportunity to re-apply at the next applicable grant round.

## Evaluation process

HWQld is committed to continuous improvement across its Grants Program. Evaluation plays a key role in ensuring the Grants Program operates effectively and achieves its aims.

Evaluation of both the grants process and intended outcomes of the initiative will be a feature of the Grant Schemes:

- Feedback will be collected from applications at the completion of the grants process. The data will be used by the Grants Team to improve future grant application processes.
- An Evaluation Plan and Project Plan will be required from successful applicants at the start of the grant as part of the application form and a Final Report at the conclusion of the initiative. The Final Report will need to reflect on the anticipated outcomes identified in the application, and measure and report on the success in achieving the intended outcomes.
- This process will build the evaluative capacity of community organisations and will inform HWQld reporting on the objectives of the GenQ Health and Wellbeing Community Grants Scheme.



# 5

## Successful grant applications

### Before the start of the initiative

- The applicant must ensure any relevant approvals or regulatory requirements have been met. Refer to [Approvals and regulatory requirements](#) (page 14 of these guidelines).
- A member of the HWQld Grants Team will liaise with the applicant to refine the Evaluation Plan submitted in the full application. This Evaluation Plan will form part of the Final Report.
- Before accepting the offer of funding, the applicant must ensure the terms and conditions of the funding agreement, including funding deliverables, have been read carefully to ensure all information is correct.
- The Applicant Organisation must enter into a funding agreement and comply with the requirements and conditions of the agreement. By completing and returning the funding documentation to HWQld the Applicant Organisation indicates their acceptance of funding. Successful applicants who do not submit the completed documentation by the due date are indicating their non-acceptance of this funding and the offer may be withdrawn.
- A Communication Kit will be provided to successful applicants to support the funding agreement. The information contained in the Communication Kit will assist the applicant in showcasing their milestones along the way.
- For queries about any of the requirements under the funding agreement, please contact HWQld Grants Team to discuss.

## During the initiative

- The applicant must start grant-funded activities within a reasonable timeframe following execution of the funding agreement.
- The applicant must acknowledge HWQld funding on all promotional material associated with the funded initiative.
- The applicant must not pay for grant-funded activities before entering into the funding agreement.
- The applicant must only use the funding for eligible costs as detailed within the funding agreement.
- The applicant must keep all application evidence, supplier quotes, corresponding invoices and bank transactions for audit purposes if required as outlined in the funding agreement.
- The applicant must request approval in writing from HWQld for any proposed change to the funded initiative, including extending the commencement or end date of the grant, varying the budget, changing the structure or roles of team members or any changes to the initiative activities. The Applicant Organisation must receive approval from HWQld before any changes can be implemented. Not receiving approval or notifying HWQld is in breach of the funding agreement and may require the applicant to return part of, or all of the funding.
- The applicant must comply with the reporting and acquittal requirements of the funding agreement. Failure to do so may result in HWQld grant payments being suspended and/or the organisation no longer being eligible to receive HWQld funding or being required to return the funding, or part thereof.
- The applicant must submit all reports as listed in the funding agreement. Report templates will be sent to the applicant for submission online via *SmartyGrants*.
- Additionally, ad hoc reporting may be required for the initiative. This may include reports to confirm progress, or to explain any significant delays or difficulties in completing the initiative activities.

## Grant closeout

- The applicant must submit a Final Report by the report due date listed in the funding agreement, to provide a summary of activities delivered as well as an evaluation of the initiative's success and ongoing impact. The Evaluation Plan created as part of the grant application will assist in completing this Final Report. This report should be accompanied by any evidence of initiative completion as relevant. Applicants will receive email notification when the reporting template(s) have been attached to the application in *SmartyGrants*. Reports must be submitted online via *SmartyGrants* by the due date specified in the funding agreement and in *SmartyGrants*.
- The applicant must submit a Financial Acquittal Report accounting for how the funding was spent and/or detailing all purchases relating to the original application submitted (as indicated). The Financial Acquittal Report is to be completed online via *SmartyGrants*. This must be completed within three months of the initiative end date.



# 6

## Communications

### Initiative launch and promotion

It is a condition of grant funding that the applicant:

- notifies HWQld of any planned formal launch event (including commencement and completion ceremonies) two weeks prior to any event; and
- acknowledges the contribution of HWQld on all communications and media for the initiative.

Successful applications may be advertised in HWQld publications and website. An applicant must inform HWQld if the organisation does not want their contact information made public.

### Communication kit

To assist the applicant in sharing any updates and news on their funded initiative with HWQld and through social media posts, the applicant will be provided with a Communication Kit that will offer ideas, hashtags and support materials to assist the applicant with spreading the message. This document will be provided to the applicant with the funding agreement.

## Confidentiality, privacy and use of information

HWQld is committed to protecting the privacy of individuals through the protection of the personal information it holds. HWQld collects, stores, uses and discloses personal information responsibly and transparently to conduct business. HWQld is required to comply with the [\*Information Privacy Act 2009\*](#).

For grant rounds, HWQld collects the minimum personal information the applicants voluntarily provide to enable it to contact an organisation and to assess the merits of an application.

Any information provided by the applicants will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

Applicants must ensure that people whose personal details are supplied with applications are aware that HWQld is being supplied with this information.

## Complaints

The decision in relation to an application is final and may not be appealed. If, however, the applicant has any concerns in relation to the application or assessment process, the applicant may raise their concerns in writing by email to: [research@hw.qld.gov.au](mailto:research@hw.qld.gov.au).

## Further information

Any enquires can be directed to the HWQld Grants Team as follows:

**Email:** [grants@hw.qld.gov.au](mailto:grants@hw.qld.gov.au)

**Phone:** 0467 830 979

**Post:** Grants Team  
Health and Wellbeing Queensland  
PO Box 1419  
MILTON QLD 4064

## Appendix A Stage 2 Assessment criteria

Criteria	Assessment criteria	Weighting %
<b>Alignment and fit</b>	<p><b>Relevance</b></p> <ul style="list-style-type: none"> <li>Initiative aligns with one or more of HWQld's strategies and key priorities</li> <li>Initiative contributes to meeting the objectives of the GenQ Grants Scheme</li> </ul> <p><b>Need</b></p> <ul style="list-style-type: none"> <li>The community need and priorities have been clearly identified, for example: It fills an identified gap; It will contribute to important work in another area; It will complement (not duplicate) other work; It will add unique value</li> </ul>	<b>20%</b>
<b>Impact</b>	<p><b>Value for money/effort</b></p> <ul style="list-style-type: none"> <li>This funding is likely to represent a good overall return on investment</li> <li>The initiative has components of sustainability past the funding period</li> </ul> <p><b>Reach and population focus</b></p> <ul style="list-style-type: none"> <li>Extent of the immediate and positive impact or benefit on the target priority group/s or capacity of stakeholders to work with or support them at the community level has been identified and clearly described</li> </ul>	<b>20%</b>
<b>Difference</b>	<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>Efforts have been made to identify key stakeholders relevant to addressing the identified need/s, e.g. target audience, partner organisations, etc.</li> <li>Community voices and relevant stakeholders have been engaged with effectively for example to inform the design, implementation and evaluation of the funded initiative</li> </ul> <p><b>Innovation</b></p> <ul style="list-style-type: none"> <li>Initiative demonstrates a new approach, process, partnership or audience, or an adaptation from conventional opportunities</li> </ul>	<b>20%</b>
<b>Feasibility</b>	<p><b>Capacity and capability</b></p> <ul style="list-style-type: none"> <li>Applicant Organisation (in collaboration with any identified partner/s and stakeholders) has the capacity and capability to undertake and deliver the initiative</li> <li>Expertise, skills and resources are appropriate to deliver the initiative including experience in effectively developing, delivering, managing and monitoring activities</li> </ul> <p><b>Feasibility and readiness</b></p> <ul style="list-style-type: none"> <li>Initiative objectives, plan, outputs and outcomes are well considered and achievable</li> <li>Identification and/or receipt of necessary approvals, if applicable</li> <li>Ability to roll out initiative as quickly as possible and complete within the specified timeframe</li> <li>Budget and timeframe are realistic, i.e. are they appropriate in relation to the proposed initiative activities, outputs and outcomes</li> </ul> <p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>Application includes a plan for sustaining or supporting the initiative beyond the initial grant</li> </ul>	<b>40%</b>

## Appendix B Assessment criteria for activities engaging with Aboriginal and Torres Strait Islander communities

Applicants proposing to engage with Aboriginal and Torres Strait Islander populations and undertake research which relates, specifically or partially, to Aboriginal and Torres Strait Islander health, will additionally be assessed against the following criteria:

### Community engagement and benefit

- The proposed initiative demonstrates needs or a priority identified by the Aboriginal and Torres Strait Islander community(ies) or be a continuation of current service provision or address a gap in service provision, such as targeting a region/community of unmet need.
- The proposed initiative demonstrates how support will improve outcomes for the target Aboriginal and Torres Strait Islander community(ies) and result in benefits to the community(ies), which may be direct and immediate or indirect and gradual.
- The target Aboriginal and Torres Strait Islander community(ies) supports the proposed initiative, has or will have participated in the planning and design of the initiative, and will be involved in delivery of the proposed activity.

### Sustainability and transferability

- The proposed initiative shows how it can be sustained into the future and demonstrates the potential it has to achieve long-term benefits to the health of Aboriginal and Torres Strait Islander peoples beyond the life of the initiative.
- The proposed initiative shows potential for outcomes of the initiative or approach used in the initiative to be applied in other contexts or settings specific to benefit Aboriginal and Torres Strait Islander peoples.

### Building capability


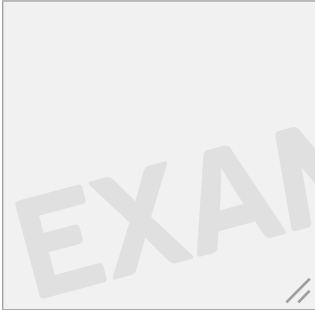

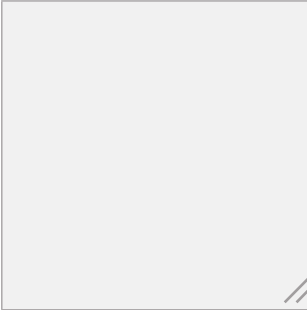
- The proposed initiative demonstrates how Aboriginal and Torres Strait Islander peoples, communities, organisations and researchers will develop relevant capabilities through partnerships and participation in the initiative.

### Cultural competence

- The proposed initiative must demonstrate how the Applicant has or will work with and engage the community, in particular Aboriginal and Torres Strait Islander peoples to ensure culturally safe service provision engagement, co-design and implementation of the proposed activities.

## Appendix C Project Plan


The **Project Plan** is incorporated within the *SmartyGrants* application form. Below is an indication of how the plan is presented online.

Project Plan			
Inputs	Activities	Anticipated outputs	Anticipated outcomes
<p>*</p> 	<p>*</p> 	<p>*</p> 	<p>*</p> 
<p><b>What resources are needed to make your initiative operate?</b></p> <p><i>This may include staff, facilities, equipment, funding etc.</i></p>	<p><b>What activities will take place during the initiative and when?</b></p> <p><i>Activities are what you will do to achieve the desired objectives listed above.</i></p> <p><i>It is important to also add when activities will take place (e.g. Q1, or January, March and May 2023, or once a week in the first 6 months).</i></p>	<p><b>How many and what kind of products/services will be generated from these activities?</b></p> <p><i>Outputs are the products, goods or services you expect to produce or deliver as part of your initiative, or the number of people you expect to benefit. They represent the concrete results of your activities.</i></p>	<p><b>What will happen as a result of your initiative?</b></p> <p><i>Outcomes are the impact or changes your initiative is expected to make in your community.</i></p> <p><i>Outcomes can happen soon after the activities occur or lead to others down the road (long-term outcomes). Several activities may work together to achieve one outcome, or one activity may lead to several outcomes.</i></p>

## Appendix D Evaluation Plan

Applicants are required to complete an **Evaluation Plan**. A template is provided as a Microsoft Word file that can be downloaded from your *SmartyGrants* application. Below is an indication of what this looks like.

### EVALUATION PLAN




<b>APPLICATION ID:</b>				
<b>Title of initiative:</b>				
<b>Main goal of initiative:</b>				
Objectives	Key evaluation questions	Community Key Performance Indicators*	Data source	Who and when
<b>Project objectives</b>  <i>(these are what you'd like to achieve and should be measurable and simple)</i>	<b>What are the key questions?</b>  <i>(these should be linked to the objectives)</i>	<b>What tells us that objectives have been achieved?</b>  <i>(KPIs are the measures that tell you if you are on the way to achieving your objective or not and therefore must be measurable)</i>	<b>What data will be collected and how?</b>  <i>(the data collected should help you determine whether or not you have met the KPIs and ultimately the objectives of your project)</i>	<b>Who will collect the data and when?</b>  <i>(who in the team will collect the data and when during the grant period will this happen?)</i>

**Add additional rows as required.**

\*Community KPIs or Community Expectations Indicators, engage community members as stakeholders in defining and measuring the success of an initiative. They are indicators that reflect the interplay between social, environmental, and economic factors affecting a community's wellbeing.

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## Appendix D Evaluation Plan (continued)

Below is an example of how to use the Evaluation Plan template.


### EVALUATION PLAN



<b>APPLICATION ID:</b> <i>GQC0012023</i>				
<b>Title of Initiative:</b> <i>Youth Engagement in Sport</i>				
<b>Main Goal of Initiative:</b> <i>To increase physical, social and mental wellbeing of teenagers in community XXXX by February 2024 through a community sports program</i>				
Objectives	Key evaluation questions	Community Key Performance Indicators*	Data source	Who and when
<i>Increased opportunities for participation in community sport by teenagers in community of XXXX.</i>	<i>Has the initiative resulted in an increase in the number of sport activities on offer?</i>	<i>Increased number of sport activities offered to teenagers in the community of XXXX.</i>	<i>Baseline estimation of number and type of existing sport activities on offer in community XXXX before initiative.</i>	<i>John (Project Officer) Nov 2023 – Jan 2024</i>
	<i>What sport activities were on offer that were not offered in the community before?</i>		<i>Activity reports – count number and describe type of sport activities offered during initiative.</i>	<i>Feb – Aug 2024</i>
<i>Increased participation in community sport by teenagers in community of XXXX.</i>	<i>Has the initiative reached a diversity and minimum number of teenagers participating in community sport activities?</i>	<i>Increased participation in sport activities.</i>	<i>Activity registration forms – collect information on age, ethnicity, gender, disability, etc.</i>	<i>John (Project Officer) Feb – Aug 2024</i>
<i>Improved social and mental wellbeing of teenagers in community of XXXX</i>	<i>What proportion of participants is satisfied with this initiative?</i>	<i>Participants are satisfied with the initiative and report positive impacts and improved sense of wellbeing from their participation.</i>	<i>Written participants surveys following activities.</i>	<i>Jane (Community Liaison Officer) Aug – Sep 2024</i>
	<i>What do participants identify as a positive impact/outcome for them?</i>		<i>Focus groups with diverse sample of participants across different range of sport activities.</i>	<i>Sep – Oct 2024</i>
	<i>Do key stakeholders in the community believe the initiative has improved opportunities for teenagers in community XXXX to take part in community sport?</i>  <i>What do stakeholders see as a positive impact/outcome?</i>	<i>Key stakeholders are satisfied with outcomes.</i>	<i>Interviews with: – Key sports organisations/clubs, etc – Key community groups – Local council staff.</i>	<i>Rebecca (Project Lead) Oct – Nov 2024</i>

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## Appendix E Conflict of interest definitions

<b><i>Actual</i></b> <b>conflict of interest</b>	An actual conflict of interest is when there is a direct conflict between an applicant's current duties and responsibilities, and their private interests.
<b><i>Perceived</i> (apparent)</b> <b>conflict of interest</b>	A perceived (apparent) conflict of interest is where it could be perceived, or appears, that the private interests of the applicant, Applicant Organisation or Partner Organisation, could improperly influence the performance of the applicant's duties, whether or not this is the case.
<b><i>Potential</i></b> <b>conflict of interest</b>	A potential conflict of interest arises where the private interests of the applicant, Applicant Organisation or Partner Organisation, is one that could conflict with your official duties in the future.
<b>Financial interest</b>	A financial interest is an interest a person has in a matter that may result in financial gain or loss to that person or someone that person is associated with.
<b>Non-financial interest</b>	A non-financial interest is any private interest which does not relate to money. These might include kinship, friendship, and membership of an association, society or involvement in an activity.



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