



# 2026 Pick of the Crop Grant Funding Guidelines

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.



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# 1 Snapshot of the Pick of the Crop grant funding

|                               |   |
|-------------------------------|---|
| <b>Purpose of the funding</b> | To support Queensland Primary State Schools implement locally-designed Pick of the Crop actions that provide increased opportunities for their students to learn about and eat more vegetables and fruit through a positive food culture.   |
| <b>Available funding</b>      | <p>Individual schools can apply for Pick of the Crop grant funding:</p> <ul style="list-style-type: none"> <li>Up to \$4,000 (excl. GST) for Year 1 participation (all schools) <ul style="list-style-type: none"> <li>An additional \$1,000 (excl. GST) is available for schools with ICSEA<sup>1</sup> less than 1000; and</li> </ul> </li> <li>Up to \$2,000 (excl. GST) for Year 2 participation (all schools).<sup>2</sup></li> </ul> <p>Separate applications must be made for Year 1 and Year 2 funding.</p> <p>Although no additional funding is available after a school has received 2 years of funding, ongoing support and guidance may be provided.</p>  |
| <b>Who can apply</b>          | <p>Health and Wellbeing Queensland (HWQld) provides targeted funding for the following eligible Queensland schools:</p> <ul style="list-style-type: none"> <li>Primary State Schools (P-6)</li> <li>P-12 Schools – with actions focused on P-6</li> <li>Special Schools – with actions focused on P-6</li> </ul>  |
| <b>Application process</b>    | <p>A funding application:</p> <ul style="list-style-type: none"> <li>is made by applying through HWQld online grant application portal (SmartyGrants) at <a href="#">HWQld Grants</a>.</li> <li>can be submitted any time in <b>Term 1 or 2</b> (subject to funding availability); and</li> <li>must be approved by school leadership (e.g. school principal).</li> </ul> <p><b>Before applying</b>, schools should contact and meet with their local Pick of the Crop Regional Coordinator to learn more about the initiative, check they are in an eligible area, and to access support in developing their application.</p> <p>Each application incorporates a School Action Plan that should be designed by schools in consultation with their local community and are based on the three components of Pick of the Crop:</p> <ol style="list-style-type: none"> <li>Teaching and Learning</li> <li>Healthy School Environments</li> <li>Grower and Community Connections.</li> </ol> |
| <b>Use of funding</b>         | <p>Schools must deliver actions in their approved application.</p> <p>Any proposed amendments or variations to an approved application should be discussed with the local Pick of the Crop Regional Coordinator before a variation request is progressed via email to HWQld for approval.</p> <p>A Principal Certification page should be submitted by 18 December 2026 from all schools who have received or retained Pick of the Crop grant funding.</p>  |
| <b>Opening date</b>           | Start of Term 1 2026  |
| <b>Closing date</b>           | End of Term 2 2026  |
| <b>Delivery period</b>        | 2026 School Year  |
| <b>Assistance</b>             | <p>Please contact your Pick of the Crop Regional Coordinator or email <a href="mailto:pickofthecrop@hw.qld.gov.au">pickofthecrop@hw.qld.gov.au</a>.</p>   |

<sup>1</sup> ICSEA = Index of Socio-Educational Advantage. School ICSEA can be found at: [Home | My School](#)

<sup>2</sup> Funding levels are not guaranteed for future years (i.e. Year 2 funding) and subject to funding availability.

## 2 Pick of the Crop

**Pick of the Crop is a whole school healthy eating initiative developed by HWQld. It aims to increase opportunities for Queensland primary school students to learn about and eat more vegetables and fruit by promoting a positive food culture.**

Since its introduction in 2021, Pick of the Crop has expanded across Queensland with 227 schools participating in 2025 in seven of the eight Department of Education regions.

### 2.1 Pick of the Crop's three components

Pick of the Crop focuses on three components, that are based on extensive review of evidence, research and consultation on school-based healthy eating programs implemented in Australia and internationally.

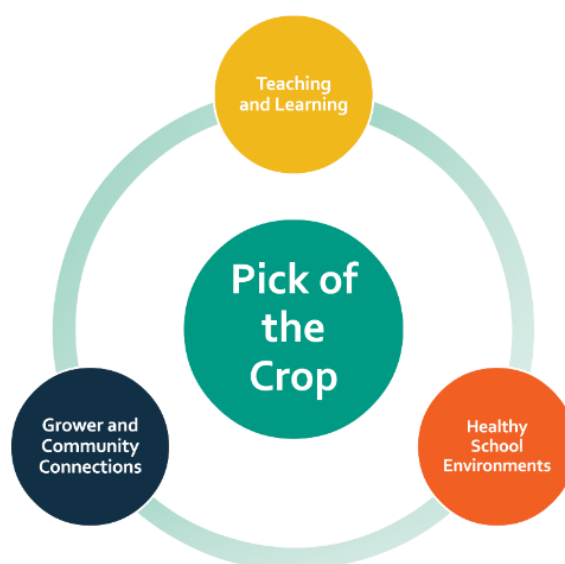
By undertaking a multi-strategic approach that is **flexible** and **designed by schools**, focusing on their local community needs and school environment, Pick of the Crop can make an impact, achieve results, and support healthy behaviours in Queensland students.

Activities and strategies within a School Action Plan are based on the three core components:

1. Teaching and Learning
2. Health School Environments
3. Grower and Family/Community Connections

Table 1, on page 6 of these Guidelines, provide a brief description and example actions that could be implemented within each component.

More information is available at [www.hw.qld.gov.au/pick-of-the-crop](http://www.hw.qld.gov.au/pick-of-the-crop).



**Table 1:** Pick of the Crop core components – brief description and example actions.

|   | Teaching and Learning  | Healthy School Environments  | Grower and Family Connections  |
|---|--|--|--|
| <b>Pick of the Crop schools need to</b> | Integrate food and nutrition education in the curriculum. Students will learn and gain knowledge, skills and experiences that will promote greater consumption of veggies and fruit  | Provide opportunities for students to access to veggies and fruit by incorporating them into the school tuckshop, breakfast clubs, brain breaks and tasting activities and establishing school gardens.  | Strengthen connections with growers and producers through Paddock to Plate, and implement engagement strategies with the community, families and parents, beyond newsletters and social media.   |
| <b>Summary</b>                          | <ul style="list-style-type: none"> <li>Integration of food and nutrition into the curriculum</li> </ul>  | <ul style="list-style-type: none"> <li>Increase access to veggies and fruit for students</li> </ul>  | <ul style="list-style-type: none"> <li>Strengthen engagement and connections with growers, the local community and families</li> </ul>   |
| <b>Examples of actions</b>              | <ul style="list-style-type: none"> <li>✓ Cross-curriculum lessons</li> <li>✓ Professional Development for teacher (face to face or online training)</li> <li>✓ Nutrition education for students</li> <li>✓ Implement existing evidence-based programs in the classroom on food and nutrition</li> <li>✓ Fund Teachers Relief Scheme to support professional development or planning days</li> <li>✓ Networking with other teachers or school staff</li> <li>✓ Resources e.g. books, to support teaching in class</li> <li>✓ Hold cooking classes and food preparation for students</li> <li>✓ External stakeholders deliver nutrition workshops or lessons to students/families e.g. nutritionist or dietitians</li> </ul> | <ul style="list-style-type: none"> <li>✓ Reinforce a school-wide positive food culture with hands-on learning.</li> <li>✓ Boost or develop a school garden</li> <li>✓ Connect the school garden with the breakfast club or tuckshop</li> <li>✓ Review and update the tuckshop menu with increased veggies and fruit products or serves, and participate in Qld Tuckshop Day</li> <li>✓ Review school policies to support healthy eating or develop a Pick of the Crop school policy</li> <li>✓ Promote / implement whole school veggie and fruit brain breaks</li> <li>✓ Support all students to have veggie and fruit breaks</li> <li>✓ Promote SWAPIt to families or healthier lunchboxes</li> <li>✓ Source donations for veggies and/or fruit</li> <li>✓ Hold 'try it' or tasting days or events for students to taste different veggies and fruit</li> <li>✓ Teacher modelling and engagement</li> </ul> | <ul style="list-style-type: none"> <li>✓ Integrate paddock to plate messaging across school activities and teaching</li> <li>✓ Connect with local farmers and/or producers through farm visits/excursions or incursions with farmers visiting the school and spending time in the classroom</li> <li>✓ Participate in mini-farmers day</li> <li>✓ Source other programs that connect students with agriculture</li> <li>✓ Support National Ag Day</li> <li>✓ Work with the Kindys, playgroups or OSHC</li> <li>✓ Include messaging in 'transition to school' days</li> <li>✓ Hold healthy fundraising activities or nutrition education sessions for families and carers</li> <li>✓ Enhance food and nutrition education and learning in community-led groups e.g. cooking sessions</li> <li>✓ Work with the parent organisation to support activities</li> <li>✓ Plan and implement regular social media posts on veggies or fruit</li> </ul> |



## 2.2 Pick of the Crop Regional Coordinators

HWQld funds organisations (called Implementation Partners) to support implementation of Pick of the Crop across Queensland. Each Implementation Partner hosts at least one locally based Regional Coordinator, who:

- engage with and recruit schools;
- assist schools in developing School Action Plans (Action Plan) that are incorporated into the Pick of the Crop grant funding applications through SmartyGrants;
- support schools in consulting and engaging with their community to develop a locally-designed Action Plan, including highlighting existing programs or ideas that schools may adopt for the Action Plan;
- provide networking opportunities and events to boost awareness and promotion of Pick of the Crop and its messages; and
- provide local knowledge, expertise and assistance during the school year.

Implementation Partners and the areas covered by their Regional Coordinators are shown below:

| Department of Education region <sup>3</sup>  | Implementation Partner   | Comment  |
|--|--|--|
| North Queensland   | Bowen Gumlu Growers Association                                | 1 Regional Coordinator                             |
| Central Queensland (Mackay LGA)  |  |  |
| North Coast  | Bundaberg Fruit and Vegetable Growers Ltd                      | 2 Regional Coordinators                            |
| Darling Downs (Darling Downs South West)   |  | 1 Regional Coordinator                             |
| South East (Logan)   | Children's Health Queensland Hospital and Health Service (HHS) | 1 Regional Coordinator                             |
| Metropolitan South   |  |  |
| South West (Darling Downs South West)  | South West Hospital and Health Service (HHS)                   | Regional Coordinator support provided by HHS staff |
| Far North Queensland (limited to 19 discreet and remote schools and Cook Shire area schools) | Directly supported by HWQld                                    | 1 HWQld staff member                               |

<sup>3</sup> It is important that schools contact their local Regional Coordinator to confirm they are able to participate in Pick of the Crop as some regions limit expansion of participation to specific cluster areas.

## 3 About Pick of the Crop grant funding

### 3.1 Purpose of the grant funding

Pick of the Crop grant funding is designed to support schools in providing opportunities for students to learn about and eat more vegetables and fruit by promoting a positive food culture. Grant funding must support the implementation of Action Plans that are incorporated into the Pick of the Crop funding applications. Actions need to be sustainable and relevant to each school's objectives and need.

### 3.2 Funding details

Pick of the Crop funding is available to schools in eligible regions supported by implementation partners (see section 2.2). Schools should consult with their regional coordinator to confirm they can apply for the funding amounts detailed in this section.

#### 3.2.1 Available funding for first-time Pick of the Crop schools

Schools applying for Pick of the Crop funding for the first time can apply for the following amounts:

- **Up to \$6,000** (excl. GST) is available for first-time schools in eligible locations of the Far North Queensland Education Region
- **Up to \$5,000** (excl. GST) is available for first-time schools in eligible regions with a published ICSEA value less than 1000
- **Up to \$4,000** (excl. GST) is available for first-time schools in eligible regions with a published ICSEA value greater than 1000.

ICSEA values are published on [myschool.edu.au](https://myschool.edu.au). If a school does not currently have a published ICSEA value, they must consult with their Regional Coordinator to confirm the total amount of funding they can apply for.

#### 3.2.2 Unspent Funds

Schools must expend all Pick of the Crop funding by the end of the school year as per their application and short form agreement.

If for any reason unspent funds remain at the end of the school year, schools should consult with their Regional Coordinator and all details must be included in their end of year reporting.

Schools must return unspent Pick of the Crop funding to HWQld or include a proposal with their financial reporting to retain the funding for activities in the following calendar year. Proposals to retain unspent funding are subject to HWQld approval.

Schools approved to retain unspent Pick of the Crop funding must adhere to the same reporting requirements in the following calendar year.

#### 3.2.3 Available top-up funding for returning Pick of the Crop Schools

If schools have previously received one round of Pick of the Crop funding, they may be eligible for a second round of top-up funding:

- **Up to \$2,000** (excl. GST) is available for previously funded schools, provided they have:
  - only received one round of Pick of the Crop funding
  - completed all reporting requirements from the previous year
  - expended all previous funding or have HWQld approval to retain unspent funds equalling \$3,000 or less (excl. GST).



Returning schools use the same SmartyGrants application form as first-time schools and must provide details of past funding where prompted.

It is not a requirement to apply for the two rounds of Pick of the Crop funding in consecutive years. Eligible one-time funded schools can apply for a second round of funding after a delay, subject to grant funding availability.

If a first-time funded Pick of the Crop school has HWQld approval to retain unspent funds of more than \$3,000 (excl. GST), the school will not be able to apply for a second round of top-up funding until their next end of year reporting demonstrates they are below the \$3,000 threshold. Schools should consult their Regional Coordinator if they wish to demonstrate unspent funds have reduced below the threshold outside of the end of year reporting cycle.

### 3.3 Eligible expenditure

All expenditure should align with the three Pick of the Crop components, and support student learning and intake of vegetables and fruit. Eligible expenditure examples are highlighted in Table 1, under each component.

Limits to eligible expenditure includes:

- Up to \$3,000 for Year 1 and \$1,500 in Year 2 for boosting established school vegetable and/or fruit gardens or establishing a new school vegetable and/or fruit garden.
- Up to \$1,000 (excl. GST) can be allocated to one external program for implementation.
- Up to \$1,000 (excl. GST) can be allocated to transport costs for excursions.
- Up to 2 days of Teacher Relief Scheme to support planning or professional development (maximum \$650 per day).
- Maximum of \$500 for trialling or piloting the provision or supply of vegetables and fruit.

### 3.4 Ineligible expenditure

Ineligible expenses include:

- Staff salaries or wages (apart from up to 2 days under the Teacher Relief Scheme).
- Routine supply of vegetables or fruit (apart from a maximum of \$500 for taste testing or boosting supply until school garden produces adequate supplies).
- Kitchen and garden equipment not essential for the provision or cooking of vegetables and fruit (such as toasters, Thermomix, electric mixers, ovens, dishwashers, cookers, etc.).
- Actions or excursions not related to vegetables or fruit.
- Pathways, cementing, fencing, and chickens and chicken-related infrastructure (such as pens and fencing).

### 3.5 Other funding opportunities

HWQld encourages schools to apply for other funding opportunities to complement and support Pick of the Crop delivery and actions in the school. These must not 'double dip' for actions or activities that are already funded.

Schools can include these funding opportunities in their application if they relate to food and nutrition to:

- a) demonstrate a whole school approach to improving their students' knowledge, skills and experience around healthy eating;
- b) demonstrate how they are boosting or amplifying the funding provided through Pick of the Crop; and
- c) support a collaborative and connected approach within the school.

### 3.6 Conditions of funding

It is a condition of funding that a successful school enters a Short Form Agreement (Agreement) with HWQld. The Agreement, which will be sent to the school on approval of their application, comprises:

- Particulars (including application); and
- [Short Form Terms and Conditions](#).

Schools are not required to sign the Agreement. The school's provision of an invoice to HWQld indicates acceptance of funds and formalisation of the Agreement in line with the Terms and Conditions.

### **3.7 Notification of application outcomes**

Schools and Regional Coordinators will be notified of the application outcome within 10 business days of the Application Date.

### **3.8 Funding evaluation and monitoring**

HWQld is committed to continuous improvement of Pick of the Crop as part of HWQld's grants program.

Reporting will be collected from schools in Term 4 through an online Review Survey. This will gather information on the implementation of a School's application and Action Plan, and gain school feedback on Pick of the Crop.

## 4 Eligibility Criteria

HWQld will only consider Pick of the Crop grant funding applications that meet the following mandatory eligibility criteria:

| Essential Criteria  | Comment  |
|---|--|
| <ul style="list-style-type: none"> <li>Queensland primary state school <b>OR</b></li> <li>Queensland P-12 (focused on P-6 years) <b>OR</b></li> <li>Queensland special school (focused on P-6 years).</li> </ul>  | Independent, catholic and secondary schools are not eligible to apply.   |
| Application is approved by School leadership.   | This should be the School Principal.   |
| <p>The school is located in one of the following Department of Education regions:</p> <ul style="list-style-type: none"> <li>South East (Logan and surrounds)</li> <li>Metropolitan South (Ipswich and Redlands)</li> <li>Darling Downs and South West</li> <li>North Coast</li> <li>Central Queensland (Mackay LGA region)</li> <li>North Queensland</li> <li>Far North Queensland (Cook Shire Council and remote/discrete communities)</li> </ul> | <p>As Pick of the Crop continues to expand, more regions and catchments may become available.</p> <p>Please check eligibility with the local Pick of the Crop Regional Coordinator before starting an application.</p> |
| Application must include at least one action in each of the three Pick of the Crop components.  | See Table 1.   |
| Application highlights opportunities for students to see, taste and learn about vegetables and fruit through a multi-strategic approach.  |  |
| School has not previously received the maximum funding of \$7,000 (excl GST) (or \$6,000 for some schools) over two school years.   |  |

## 5 School Action Plans (Action Plans)

Action Plans are integral to the grant funding applications made by schools via SmartyGrants (see next section for information on SmartyGrants). Use of SmartyGrants for Pick of the Crop commenced in 2025.

### 5.1 Action Plan design

Action Plans have been used by more than 250 schools, with enhancements made to ensure it is easy to use, supports implementation and evaluation of Pick of the Crop and complies with Queensland Government guidelines.

In 2026, the Action Plan is incorporated into the Pick of the Crop grant funding application and requires the School Principal to accept the grant funding in accordance with a Short Form Agreement.

### 5.2 Objectives of Action Plans

- To support schools to design appropriate evidence-based actions to increase opportunities for students to learn about and eat more vegetables and fruit.
- To document actions to be implemented in a school year and identify funding required to achieve outcomes.
- To identify potential enablers, barriers and challenges to enable appropriate support and resources to be developed and delivered as part of the Pick of the Crop initiative.

### 5.3 How to develop an Action Plan

The important first steps in developing an Action Plan that addresses the school and its community needs include:

1. connect (and stay connected) with your **Pick of the Crop Regional Coordinator**. It is encouraged that schools meet with their local Regional Coordinator to gain a full overview of Pick of the Crop, existing resources and programs available, provide feedback on proposed ideas and discuss other opportunities that may be available.
2. **consult within the school and school community**. This may include consulting with students, families and carers, parent organisations, teachers, heads of curriculum or department, grounds staff, community members, local businesses, chaplains and others.
3. with guidance and support from Regional Coordinators, schools should identify **locally driven actions** that develop or extend current practices, actions or strategies, as well as supporting new actions, including through connection with other programs, resources, or services. These will be included in the Action Plan.

You can preview the online application form by visiting: <https://hwqld.smartygrants.com.au/2026PickOfTheCrop>.

### 5.4 Action Plan checklist

- ☐ Have you contacted your local Pick of the Crop Regional Coordinator and discussed the initiative and opportunities for your school to participate and receive grant funding?
- ☐ Have you reviewed the Pick of the Crop grant funding application template and gathered all the required information to submit an application?
- ☐ Have you consulted with your school community, including staff, students, families and carers, parent organisation and local community?
- ☐ Have you drafted and discussed an Action Plan with your Regional Coordinator?
- ☐ Have you obtained support from the School Principal?
- ☐ Is the budget in line with the Pick of the Crop purpose? Does the budget reflect the criteria of the grant funding?

## 6 SmartyGrants

Pick of the Crop grant funding applications are made through SmartyGrants unless otherwise agreed by HWQld. SmartyGrants is an easy-to-use cloud-based grant management system, with data held in secure data centres in Sydney and complies with all Australian and New Zealand privacy and data security laws. For more details, visit: <https://www.smartygrants.com.au/>.

### 6.1 How to apply through SmartyGrants

To apply for Pick of the Crop grant funding, a SmartyGrants application (incorporating an Action Plan) must be submitted. Schools need to register and complete the online process via the SmartyGrants online portal. The link is available at <https://hwqld.smartygrants.com.au/>.

#### Top tips:

- If you want to draft your application before commencing the online application process, you can use Appendix 2 to form a word document containing the appropriate sections and requirements before transferring the details into SmartyGrants.
- Schools can authorise their Regional Coordinator to commence the online application process before a request is made to HWQld for a 'change of user'. Once granted, schools can finalise the application and submit to HWQld.
- Ensure you save your online application as you go or move to the next page.
- Ensure income and expected expenditure is accurate and total amount of unspent funding from previous years is aligned.
- Before submitting, ensure you have the school principal approval to do so.

### 6.2 Sources of help for SmartyGrants

SmartyGrants has help-guides available that schools may find useful to create a SmartyGrants account: [Help Guide for Applicants - SmartyGrants](#).

Further general information is available from your Pick of the Crop Regional Coordinator or by emailing [pickofthecrop@hw.qld.gov.au](mailto:pickofthecrop@hw.qld.gov.au).

Alternatively, you may seek technical SmartyGrants support by phone (03) 9320 6888 or email [service@smartygrants.com.au](mailto:service@smartygrants.com.au).

### 6.3 Assessment process and timeframes

Once an application is lodged via SmartyGrants, you are unable to make changes. Please check it carefully before the information is uploaded.

Following the submission of an application, HWQld will assess it and advise the outcome as soon as possible within 10 business days. Assessments will consider the application against the eligibility criteria. If the assessors require clarification or further information regarding an application, they will liaise with the local Regional Coordinator.

Schools will be notified by email. Your Regional Coordinator will also be informed of the outcome.

Submissions should be made by the end of Term 2, 2026 with implementation of actions in the school year.

### 6.4 Changes to an approved application (known as variations)

Once a Pick of the Crop application has been submitted, applications cannot be updated. Following approval, any proposed changes to the approved application (and the Action Plan) must be:

**Step 1:** Discussed with the local Regional Coordinator. This may include discussions on why changes are needed; impact on timeframes; budget changes; impact on outcomes.

**Step 2:** A Variation to the approved application / Action Plan must be requested by email to [pickofthecrop@hw.qld.gov.au](mailto:pickofthecrop@hw.qld.gov.au). Details of the changes should include:

- Application Number
- School name
- Principal name
- Change (s) being requested, the corresponding Pick of the Crop components and why changes are required

**Step 3:** Once the Variation Request is lodged, HWQld will assess the request and respond as soon as possible by emailing the school and the Regional Coordinator.

## 7 Successful applications

### 7.1 Agreement with Health and Wellbeing Queensland (HWQld) and Tax Invoice

It is a condition of funding that a successful school enters a Short Form Agreement (Agreement) with HWQld. The Agreement, which HWQld will send to the school following approval of their application, comprises of:

- Particulars (including Attachment – approved application/Action Plan); and
- [Short Form Terms and Conditions](#).

Schools are not required to sign the Agreement. The school's provision of an invoice to HWQld indicates acceptance of funds and formalisation of the Agreement in line with the Terms and Conditions. Once an invoice has been raised with HWQld and approved, the one-off payment will be made into the school's nominated bank account.

Once an application is approved, schools will receive the following from their Regional Coordinator:

- **Merchandise** to support promotion and implementation of Pick of the Crop in the school. This may include school signs, a Pick of the Crop hat and bag, gardening folder, seeds, recipe cards, and a certificate of participation.
- **Invitation to join the Pick of the Crop Closed Facebook Group:** The Pick of the Crop Regional Coordinator will provide the link. The group provides an opportunity to network, share resources and ideas, and showcase outcomes with other schools.
- **Access to a locked Pick of the Crop webpage** that provides extra resources and information.
- **Continued connections with the Regional Coordinator**, including individual school catch-ups, network events, newsletters, promotions and others. This is subject to availability of the Regional Coordinator.

### 7.2 End of year reporting

At the end of the 2026 school year, a 'Financial Acquittal Report' must be completed and submitted to [pickofthecrop@hw.qld.gov.au](mailto:pickofthecrop@hw.qld.gov.au). This is available at: <https://hw.qld.gov.au/pick-of-the-crop/getting-started/> or from your Regional Coordinator.

Furthermore, schools need to complete a 'Term 4 Review Survey' to assist with the evaluation of their implementation of actions for Pick of the Crop and use of grant funding. The details for this survey will be provided by your Regional Coordinator in Term 4, who will also assist you complete the survey.



## 8 Branding and Communications

### 8.1 Funding acknowledgement

Once schools begin implementing their Pick of the Crop actions, they must:

- include the following acknowledgement when communicating activities about Pick of the Crop, including newsletters or social media articles: *Pick of the Crop is funded by Queensland Government through Health and Wellbeing Queensland.*
- facilitate completion of Pick of the Crop media consent forms with parents or caregiver (where necessary) to enable HWQld to use student images to promote Pick of the Crop. A copy of the media consent forms is available from your local Regional Coordinator.

### 8.2 Pick of the Crop branding

Pick of the Crop branding is available for schools for use on posters, newsletters, social media or other promotional material. Schools should contact your local Regional Coordinator for more information.

## 9 Confidentiality, privacy and use of information

HWQld is committed to protecting the privacy of individuals and organisations 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](#).

HWQld collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Any application information 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. When personal details are included within applications, you must ensure you advise them that HWQld is being supplied with this information.

We may share information with other State entities, Queensland Government Ministers and their staff or Members of Parliament for purposes including government administration, research or service delivery, or as otherwise authorised or required by law.

### 9.1 Complaints

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

Any enquires can be directed to the HWQld Grants Team:

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

Phone: (07) 3234 9917

Post: Grants Team

Health and Wellbeing Queensland

PO Box 1419

MILTON QLD 4064

## 10 Further information

For assistance, in the first instance, contact the Pick of the Crop regional coordinator for your region.

Further information is available at: [www.hw.qld.gov.au/pick-of-the-crop](http://www.hw.qld.gov.au/pick-of-the-crop) or you can contact HWQld by emailing [pickofthecrop@hw.qld.gov.au](mailto:pickofthecrop@hw.qld.gov.au).

## Appendix 1: Pick of the Crop grant funding process

