

Health Promotion Grant Guidelines



THE UNIVERSITY OF
MELBOURNE

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Health Promotion Program | Student and Scholarly Services

The University of Melbourne (UoM) is committed to supporting student health and wellbeing from a holistic approach and improving their experience, inclusiveness and belonging at university. The Health Promotion Grant Scheme aims to enhance learning, working, and living environments for students that inform, promote, and support a holistic approach to health, wellbeing, and social connectedness.

The UoM Health Promotion Program's (HPP) allocation of funds will directly address health and wellbeing through the funding of non-academic, student focused on-campus events, activities, and projects. Grant applicants can apply for up to \$10,000 to be spent during 2024. Application dates are as follows:

1. What is the Health Promotion Grant?

The Health Promotion Grant is provided by the HPP to fund activities and programs throughout the University of Melbourne that address the health and wellbeing of students.

Objectives of the Health Promotion Grant:

- Increase health and wellbeing opportunities for students.
- Inform, promote, and support the engagement of positive health behaviours and practices among students.
- Increase awareness of support services available and reduce barriers to access (such as stigma around help-seeking), so students utilise services and make informed choices.
- Create sustainable and health-promoting environments that optimise social connection and belonging.
- Engage with a range of student cohorts in various settings to increase reach and address issues affecting diverse and vulnerable groups, taking greater account of intersectional factors.
- Promote integration of health and wellbeing within the university's plans and policies.

For more information, please visit the University of Melbourne's [Health Promotion Program Webpage](#).

2. Key Dates

Date	Action
Monday 04 March, 9am	Applications open
Sunday 24 March, 11:59pm	Applications close. Late applications will not be considered
Friday 29 April	Outcomes released
Friday 10 May	Funds released to successful applicants
Friday 25 October	Project completion and acquittal due date

3. What is the HPP vision?

The Health Promotion Program provides students at the University of Melbourne with the information, resources and support required to engage in healthy behaviours, maintain a healthy lifestyle and make informed choices related to their health and

wellbeing. The HPP is supported and funded through the University of Melbourne’s partnership with Bupa. You can read more about the HPP, its objectives and the current action plan (2024-2025) [here](#).

4. What can HPP grants be used for?

3.1 Applications must address at least one of the Health Promotion Programs pillars:

Pillars	Summary
Healthier Minds	Focuses on building mental health and wellbeing across the student population. Mental health is an asset and a resource for daily living, shaped by a range of social, structural, and commercial determinants of health and health literacy.
Healthier Bodies	Focus on improving equity of experience in nutrition, physical activity, food security and improve behaviours towards alcohol and other drugs across the student population.
Healthier Relationships	Focuses on building safer experiences and practices among the student population with respect to sex, sexuality, relationships, and sexual and reproductive health.
Healthier Communities	Focuses on facilitating students’ awareness and knowledge about how equity, diversity, and social justice shape health outcomes. This area will create opportunities to address inequities among the student population and target action.

3.2 Proposals can be used for a range of activities including events, activities, programs, resources, and initiatives that:

- a. educate, promote, and support the engagement in positive health behaviours and practices among students e.g. mental health, healthy eating, food insecurity, physical activity, safer relationships/intimacies, safe behaviours around alcohol and other drugs etc.
- b. increase awareness of support services available and reduce barriers to access (such as stigma around help-seeking), so students utilise services and make informed choices.
- c. build sustainable and health-promoting environments that optimise social connection and belonging.
- d. engage with a range of student cohorts in various settings to increase reach and address issues affecting diverse and vulnerable groups, taking greater account of intersectional factors (First nations, LGBTIQ+, CALD, student with disabilities).

5. Application Eligibility

- 5.1 Applicants must be either a current University staff member or student.
- 5.2 Applicants may or may not be affiliated with or be a representative of a student organisation or other University associated organisation.
- 5.3 Applicants must be able to complete the project/activity by the end of Semester 2, 2024.
- 5.4 Applications that are similar in nature to a prior project/activity must be explained in the application.
- 5.5 Staff applications must have the support from their manager or an appropriate colleague.

6. Project Eligibility

- 6.1 The project/activity cannot be already completed prior to the grant application and assessment date – 29 April 2024. Funds will only be awarded to an activity yet to commence or in progress.
- 6.2 What will not be funded:
 - 6.2.1 An ongoing project/activity or day to day operations of a student club or group.
 - 6.2.2 A project/activity that is primarily partisan or religious in nature.
- 6.3 Projects must have a complete application, address one or more of the Health Promotion Programs’ pillars and all the Key Selection Criteria detailed in the guidelines.
- 6.4 Where a project involves an external partner organisation, details of the partner organisation’s agreement and financial or in-kind support must be provided. A Partner Organisation Support Letter must be provided, if applicable
- 6.5 The project/activity must not count towards academic credit; or be undertaken as part of assessment for a subject or course (including research).

- 6.6 The applicant(s) must demonstrate their capacity to successfully undertake the activity and student applicants must be able to finalise acquittal prior to completing their degree otherwise sanctions may be imposed on their student records.
- 6.7 Depending on the nature of the Project, some may be required to request ethics approval and/or complete a Privacy Impact Assessment (PIA) where relevant. This is the responsibility of the Project/Activity Leader.
- 6.8 Applicants and projects will adhere to the [UOM Authorship Policy \(MPF118\)](#)

7. Key Selection Criteria

- 7.1 Eligible applications will be assessed based on the following Key Selection Criteria:
 - Alignment of the initiative with one or more of the Health Promotion Program's pillars (Healthier minds, Healthier bodies, Healthier relationships, Healthier communities)
 - How the initiative serves a student community need. Demonstration of student leadership and/or co-designed approaches will be highly regarded.
 - The reach and benefit of the initiative on the student population
- 7.2 The following activities and projects will not be funded:
 - An existing project/activity or day-to-day operations of a work unit, student club or group.
 - A staff led project unable to demonstrate student participation in the project design or needs analysis.
 - A project/activity that is primarily partisan or religious in nature.
 - The project/activity must not count towards academic credit or be undertaken as part of the assessment for a subject or course (including research).
 - Projects that are solely virtual
 - Projects that will not be completed by the conclusion of Semester 2, 2024
 - Projects that are easily and primarily funded through other suitable sources.

8. Application process and outcome notification

- 8.1 Students and staff may submit applications as individuals or in teams. If submitted as a team, a Project/Activity Leader must be nominated.
- 8.2 Applications may require endorsement from relevant stakeholders that have strategic relevance to the project. E.g. Contacting IT or Business Services or Grounds for space permissions etc.
- 8.3 Applications are submitted and managed online via Smarty Grants. The HPP Grants Program Application Form can be accessed from the website and must be submitted prior to the deadline advertised.
- 8.4 Applicants will receive an email acknowledging receipt of their submission.
- 8.5 Incomplete and/or late applications will not be considered.
- 8.6 Following the recommendations of the Selection Committee, applicants will be notified in writing of the result of their application.
- 8.7 The Selection Committee may impose additional conditions on the grant where it is considered warranted.
- 8.8 Applicants are required to complete the compulsory online briefing module on Smarty Grants prior to receiving the awarded HPP Grants Program funds. Details of the online briefing module will be made available to successful applicants after receiving notification of a successful HPP Grants Program application outcome.
- 8.9 Funding will be distributed within four weeks following notification of a successful application outcome. Please see payment and receipts section for further details.

9. Alignment with the key principles of the HPP and other UoM strategies

- 9.1 Projects must align with the University's HPP pillars and [objectives](#)
- 9.2 Projects that demonstrate the following attributes will be viewed favorably by the selection panel:
 - Commitment to consultation with student-related groups and engagement of students as partners in decision making.
 - Commitment to addressing the University's [equity and diversity goals](#).
 - Commitment to representation of student groups, cohorts and campuses.
 - Commitment to addressing the University's [sustainability goals](#).

10. Proposed Budget

- 10.1 Applicants can apply for up to \$10,000 per project (a maximum of 30% of the total Grant ask can be allocated to catering) and should accurately reflect the scope of application with relevant quotes obtained in the budget.
- 10.2 The budget should include as much detail as possible and must include:
- The overall project/activity budget
 - The specific grant sum you are requesting.
 - Other funding sources, if applicable (e.g., other University funding, partner organisation(s) contributions, other grants). This could include quotes from service providers. All prices should be quoted including GST.
- 10.3 Unspent funds of more than \$100 must be refunded to the University at the conclusion of the project and within the funding year and should be highlighted via the Acquittal Report. If for any reason, an expenditure is unaccounted for with a receipt, a completed and witnessed statutory declaration must be provided. The University reserves the right to initiate legal proceedings regarding any unspent funds.

11. Payments

- 11.1 **Student Applications, affiliated student associations and Student Clubs:** All successful student Project Leader Applicants will be asked to provide individual Australian bank account and local contact address details to enable release of grant funds. Student applicants must be based in Australia and have Australian bank account and must ensure their details are updated correctly in the my.unimelb student portal. Registered Student clubs and association (with ABNs) grant applications will be paid via the groups registered Australian Bank Account, on receipt of an invoice.
- 11.2 **Staff:** All successful staff applications will be asked for the details of their nominated Themis Account String/s to enable release of grant funds. If successful staff will need to have this when submitting the briefing module.
- 11.3 **UMSU/GSA:** For affiliated staff as part of a student club/association without a Themis string account, you will be asked to raise an invoice once the Heath Promotion Team has provided a Purchase Order.
- 11.4 **Receipts:** Original documents itemised and dated (receipts and invoices) are required to support the financial acquittal of the grant. Any receipt or proof of purchase you give your customers must include:
- your business name and Australian business number (ABN) or Australian company number (ACN)
 - the date of supply
 - details on the product or service
 - the price.
- 11.5 Expenditure without receipts must be accounted for with a completed and witnessed statutory declaration. Unspent funds of >\$100 will either need to be reallocated or returned to the University.

12. Reporting Requirements

- 12.1 Reporting requirements for successful HPP Grant applications will typically include:
- **Agreement:** All successful applicants will need to read through and agree to all terms of the briefing module and Agreement; as well as provide some further information before payment can be finalised.
 - **Acquittal Report:** All Grant recipients must have all project deliverables completed by 25 October 2024 and encompass an evaluation report on the final activities delivered alongside a financial expenditure report, including contract/wage details (if any).
 - To acquit salaries and wages relating to a grant project, a statutory declaration must be completed by the project leader detailing hourly rate and a description of services/activities of the staff to support the use of funds for salaries/wages
 - **Receipts:** Original itemised and dated receipts are required to support the financial acquittal of the grant. Expenditure without receipts must be accounted for with a completed and witnessed statutory declaration. Unspent funds of >\$100 will either need to be reallocated or returned to the University.