

# healthier work

## Healthier Work Platinum Grants

PILOT 2017-18

## Funding Guidelines

Applications available July 2017 – May 2018



**ACT**  
Government

healthier  
work



Healthy Eating



Be Active



Social and  
Emotional Wellbeing



Reduce Alcohol Use



Smokefree

# Contents

1	Introduction .....	3
2.	Funding and Timeframes .....	4
	Funding .....	4
	Timeframes.....	4
3.	Eligibility Criteria .....	4
	What will not be funded .....	4
4.	Application Process .....	5
	How to apply.....	5
5.	Assessment Process .....	5
6.	Reporting Requirements .....	6
7.	Associated documents.....	6
8.	Contact Details.....	6

# 1 Introduction

Healthier Work is a free ACT Government service within Access Canberra which supports workplaces in the ACT to develop and implement health and wellbeing strategies within their work environment. Healthier Work has a range of tools and resources to assist organisations to implement effective health and wellbeing strategies.

Healthier Work offers a Recognition Scheme to all workplaces in the ACT that commit to a 12 month health and wellbeing plan. More information about the Recognition Scheme is available on the Healthier Work website [here](#).

## Purpose

The Healthier Work Platinum Grants Program (Program) aims to support workplaces in the ACT who have received Platinum Recognition to extend and add value to their Platinum 12 month health and wellbeing plan.

## Objective

The ACT is witnessing a significant increase in the burden of chronic disease with tobacco smoking, alcohol misuse, poor nutrition, physical inactivity and overweight and obesity the main preventable risk factors.

The Program will provide funding to workplaces for initiatives that promote healthy workplace environments for employees to make healthy lifestyle changes, by targeting the following key health areas:

- Increased physical activity
- Smoking reduction/cessation
- Reduction of harmful alcohol consumption
- Healthier eating
- Improved social and emotional wellbeing

Examples of activities include:

<b>Physical Activity</b> <ul style="list-style-type: none"> <li>• On-site exercise classes</li> <li>• In-house session on being active at work</li> <li>• Construction of secure bike racks</li> </ul>	<b>Healthy Eating</b> <ul style="list-style-type: none"> <li>• Free or subsidised fruit and vegetable baskets for staff</li> <li>• Onsite talk or healthy cooking classes by a dietitian</li> <li>• Kitchen equipment for food storage and preparation</li> </ul>
<b>Smoking Reduction/Cessation</b> <ul style="list-style-type: none"> <li>• Quit smoking counseling services</li> <li>• Subsidise or reimburse nicotine replacement therapy</li> </ul>	<b>Reduce Harmful Alcohol Use</b> <ul style="list-style-type: none"> <li>• Free or subsidised access to counseling services</li> <li>• Education/training for staff on safe alcohol consumption</li> </ul>
<b>Social and Emotional Wellbeing</b> <ul style="list-style-type: none"> <li>• Training for managers on understanding the impact of the work environment on social and emotional wellbeing</li> <li>• Counseling services for staff</li> <li>• Info sessions/workshops/guest speakers on social and emotional wellbeing topics</li> </ul>	

Please note: these are examples only and are not the sole activities that will be considered for funding. Healthier Work’s Industry Advisor is available to discuss other options with you.

## Outcome

Creating a workplace environment that encourages healthy behaviours will not only help your staff reduce their risk of chronic disease, but also provides a range of business advantages including:

- Increased productivity
- Reduced sick leave and absenteeism
- Reduced worker turnover
- Increased corporate citizenship and image
- Better staff decision making
- Reduced long-term health problems
- Increased ability to attract and retain employees
- Reduced risk of accidents and health-related litigation

## 2. Funding and Timeframes

### Funding

The ACT Government has allocated a total of \$10,000 for the program over 12 months.

- Grants of \$500 are available to workplaces that have created their Platinum 12 month health and wellbeing plan.

Only one (1) application per organisation will be accepted for assessment.

If successful, funding will be made available by Healthier Work within thirty (30) days of receipt of a tax invoice.

If your organisation is GST Registered, Healthier Work will add an additional 10% GST to the grant amount awarded.

### Timeframes

Applications open: 20 July 2017

Applications close: 4pm Wednesday 31 May 2018

- All funded activities must be completed by 30 June 2018. Late applications will not be accepted.
- A statement of Acquittal of Funding must be provided within four (4) weeks of project completion.
- A short written summary/case study (with photos or a short video recording) of funded activities must also be provided within (4) weeks of project completion.

## 3. Eligibility Criteria

Your organisation must satisfy ALL of the below criteria:

- be registered and operate in the ACT and deliver all initiatives in the ACT;
- have an ABN in full;
- submit only one application with all questions completed;
- completed all requirements to upgrade to Platinum status (including, evaluation, consultation and having had a visit from a Healthier Work Industry Advisor within six (6) months prior to the date of applying)

**Please call 6207 1692 or email [healthierwork@act.gov.au](mailto:healthierwork@act.gov.au) if you would like to arrange a workplace visit.**

Applicants must ensure all relevant insurance including workers' compensation and public liability insurance is obtained in relation to the Program, to Healthier Work's satisfaction. If requested by Healthier Work, applicants must provide evidence of the certificate of currency for those insurance policies.

### What will not be funded

Organisations seeking funding for initiatives which include any of the following attributes will not be considered eligible for assessment under the Program.

- Cost of products or activities which are considered to be core business. These include infrastructure costs such as employment of core staff, equipment, core programs, leasing or maintaining real estate, insurance, administration costs, phones, stationary etc.
- Any activity or event that does not occur within the ACT with ACT workers.
- Applications that primarily fund research.
- Small infrastructure/equipment costs will be considered for funding only when it is specific to the project and demonstrated by the applicant to be essential to the project outcome.

- Any programs/initiatives that do not have a core focus on promoting any of the following:
  - increased physical activity;
  - healthier eating;
  - smoking reduction/cessation;
  - reduction of harmful alcohol consumption; and
  - improved social and emotional wellbeing.
- Applications that include costs associated with grant administration.
- Any initiatives that have already been produced/purchased, activities that have already occurred, or costs that have already been incurred.
- Existing initiatives or initiatives that regularly occur (e.g. if your organisation conducts annual health checks or regularly provides funding for corporate sporting teams, funding will not be provided to subsidise these existing initiatives).
- Similar projects already funded by the ACT or Australian Government within the last three years.

## 4. Application Process

### How to apply

1. Download an Application Form from the Healthier Work website: [www.healthierwork.act.gov.au](http://www.healthierwork.act.gov.au)
2. Applications must be submitted via email to [healthierwork@act.gov.au](mailto:healthierwork@act.gov.au) by **4pm Wednesday 31 May 2018**.

Contact Healthier Work via telephone on 6207 1692 or email [healthierwork@act.gov.au](mailto:healthierwork@act.gov.au) if you have difficulties accessing the electronic form.

Healthier Work accepts no responsibility for late, lost or misdirected applications.

Applicants may be asked to provide further evidence to substantiate their application. If asked to do so, this evidence must be provided within a reasonable timeframe.

## 5. Assessment Process

Applications will be checked to ensure they meet the eligibility requirements for consideration (refer to Section 3 for eligibility criteria). All eligible applications will be assessed against the following selection criteria:

- A planned approach is demonstrated with activities and timeframes clearly described within the workplace Platinum 12 month health and wellbeing plan.
- The applicant has consulted with the workforce and/or identified a need for the project.
- The applicant has provided details on how the success of the project will be monitored.
- A realistic budget that clearly details all expenditure for the project.

Recommendations for funding will be made to the ACT Work Safety Commissioner for final approval. All applicants will be notified of the outcome of their applications.

Healthier Work reserves the right to decline to accept, or to disqualify, an application at its absolute discretion, including but not limited to situations in which the applicant, or a related person or organisation, has breached or is under investigation for possible breaches of occupational health and safety laws (whether or not a prosecution is pending), or where the acceptance of the application may otherwise be detrimental to the objectives of the Grant Program.

## 6. Reporting Requirements

All successful applicants will be required to:

- complete an Acceptance of Funding Form agreeing to the terms and conditions of the Program;
- provide a tax invoice for the items/services outlined in their application;
- provide a statement of Acquittal of Funding within four (4) weeks of project completion; and
- provide a short written summary/case study (with photos or a short video recording) of funded activities within (4) weeks of project completion.


## 7. Associated documents

Healthier Work will email the following documents once a business is eligible to apply for Healthier Work Platinum Status.

- Application Form
- Email Letter of Offer
- Acceptance of Funding Form
- Statement of Acquittal

## 8. Contact Details

For further information about the Grants Program please visit the Healthier Work website or contact Christine Spicer, Manager Healthier Work.

 (02) 6207 1692

 [healthierwork@act.gov.au](mailto:healthierwork@act.gov.au)

 [www.healthierwork.act.gov.au](http://www.healthierwork.act.gov.au)