



Central Hume
Primary Care Partnership

Signature Partner Agency Project Grants 2021

Funding Guidelines



Central Hume Primary Care Partner Agency Project Grants

Central Hume Primary Care Partnership (CH PCP) is committed to engaging and supporting Partner Agencies to improve the health and wellbeing of the Central Hume catchment and as such have made available project grant funding to support agency activities in 2021.

Funding is available for programs/projects delivered from July 1 2021.

Funding Priorities

Projects are to be aligned with [CH PCP Strategic Priorities 2018-2021](#) and show direct link to the strategies for the selected priority area/s.

PRIORITY 1: Prevention of chronic disease – healthy eating and active living

PRIORITY 2: Prevention of family violence – healthy relationships

PRIORITY 3: Systems Integration – addressing social determinants of health for wellbeing outcomes

PRIORITY 4: Effective and sustainable partnership

What kinds of projects may be funded?

- Development of programs that align with at least one of the CH PCP strategic priorities
- Programs aiming to improve the health and wellbeing of the community
- Activities that improve sustainability and strengthen partnerships with other organisations
- Capacity building activities that will strengthen the knowledge and skills of the partnership to contribute to shared objectives

Funding exclusions

- Projects that do not have at least one CH PCP Signatory Partner Agency as a project partner
- Projects that don't align with the strategic priorities of the CH PCP
- Projects that are primarily research based. Applicants are however encouraged to consider linkages with research institutions and ongoing translational research.
- Projects that are primarily training based. (See application considerations below for further information).
- Costs of products or activities which are core business of the organisation. These include the infrastructure costs associated with running an organisation (e.g. employment of core staff, equipment, core programs, leasing or property maintenance).

Application considerations

- Signature Partner Agencies may submit multiple applications for consideration and approval
- Project will be completed within: 12 months (Tier 1 Grant) and 18 months (Tier 2 Grant)
- Funds may cover salaries and wages or meeting/forum expenses
- Training may be a component of a project, however it must be demonstrated to be essential to the outcome of the project



How much is available?

A total of \$400,000 has been made available in 2021. There are 2 tiers of funds available.

Grant Type	Description
Tier 1 -maximum of \$10,000	<ul style="list-style-type: none">• Small projects• Projects to be completed within 12 months
Tier 2 - maximum of \$100,000	<ul style="list-style-type: none">• Medium/Large projects- multiple partners required• Projects to be completed within 18 months*

**Note: In the event that CH PCP is no longer funded, accountability will pass to the Department of Families, Fairness and Housing or their delegate.*

TIER 1 APPLICATION PROCESS

Please complete the attached template (Tier 1) with the details of the proposed project/s, taking into consideration the selection criteria below and submit to Executive Officer via email phillip.littler@centralhumepcp.org by 5pm, Friday 30th April 2021. **Late applications will not be accepted.**

Selection Criteria – Tier 1 only

Weighting/preference will be given to projects that meet the following criteria:

Selection Criteria
<ul style="list-style-type: none">• Project aligns with one or more of the CH PCP Strategic Priorities and needs to show a direct link to the strategies for the selected Strategic Priority
<ul style="list-style-type: none">• Project involves a collaborative partnership approach
<ul style="list-style-type: none">• Project benefits populations across the Central Hume catchment
<ul style="list-style-type: none">• Project demonstrates the reach¹ of the intervention across the target population for the Central Hume catchment area
<ul style="list-style-type: none">• Project partners support the project with existing/additional resources

¹ 'Reach' is the number of key stakeholders, settings or members of the community affected by the health promotion program.



TIER 2 APPLICATION PROCESS

There will be a two stage application process for the Tier 2 grant. Signatory Partner Agencies are invited to submit an expression of interest using the attached template. Applications will be reviewed and short listed by an Independent assessment panel. As well as short listing, the panel may provide recommendations for possible collaboration and partnerships. Successful applicants will be invited to apply for project funding.

Stage 1: Expression of Interest (EOI)

Applicants can apply by completing a short EOI which will cover:

- Administering organisation details
- Project Contact
- Project title and timelines
- CH PCP strategic priority area/s addressed
- Project summary
- Target population
- Potential or confirmed partner organisations

The closing date for Stage 1 Expression of Interest applications is 5pm, Friday 7th May 2021.

Stage 2: CH PCP Project Grant Full Application

Shortlisted applicants will be invited to complete an CH PCP Tier 2 Signature Partner project grant full application expanding on project objectives, outcomes and methodology. Applications are to be submitted by 5pm Friday 4th June 2021. **Late applications will not be accepted.**



Selection Criteria – Tier 2 only

Weighting/preference will be given to projects that meet the following criteria:

Selection Criteria
<ul style="list-style-type: none">• Project aligns with one or more of the CH PCP Strategic Priorities and needs to show a direct link to the strategies for the selected Strategic Priority
<ul style="list-style-type: none">• Project involves a collaborative partnership approach
<ul style="list-style-type: none">• Project benefits populations across the Central Hume catchment
<ul style="list-style-type: none">• Project identifies sustainability and embedding strategies beyond completion
<ul style="list-style-type: none">• Project demonstrates the reach² of the intervention across the target population for the Central Hume catchment area
<ul style="list-style-type: none">• Project has evaluation built into its design and identifies evaluation measures
<ul style="list-style-type: none">• Project partners support the project with existing/additional resources
<ul style="list-style-type: none">• Project identifies any barriers that are currently preventing the project from development/implementation Including potential risks and corresponding risk mitigation strategies.

² 'Reach' is the number of key stakeholders, settings or members of the community affected by the health promotion program.



TIER 1

Key Dates

Activity	Date
Opening date for CH PCP Signature Partner Agency Project Grants Applications for Tier 1	Friday 9 th April 2021
Closing date for Tier 1 – Expression of Interest	Friday 30 th April 2021
Announcement and Outcome of Successful Applications for Tier 1 Grants	Friday 21 st May 2021
Signature Partner Agencies to invoice CH PCP	Completed by Tuesday 15 th June 2021
Commencement of Signature Partner Agencies projects	Thursday 1 st July 2021

TIER 2

Key Dates

Activity	Date
Opening date for CH PCP Signature Partner Agency Project Grants Applications for Tier 2	Friday 9 th April 2021
Closing date for Stage 1 -Tier 2: Expression of Interest	Friday 7 th May 2021
Announcement of Shortlisted Applications for Stage 1 - Tier 2	Friday 14 th May 2021
Stage 2 – Tier 2 -Shortlisted Applications CH PCP will be invited to submit a Full Application by Close of Business	Friday 4 th June 2021
Review Process Commencing	Week beginning Monday 7 th June 2021
Announcement and Outcome- Tier 2 Grants	Friday 18 th June 2021
Signature Partner Agencies to invoice CH PCP	Completed by Thursday 30 th June 2021
Commencement of Signature Partner Agencies projects	Thursday 1 st July 2021



Application process

Please complete the attached relevant template with the details of the proposed project/s taking into consideration the selection criteria and submit to Executive Officer via email phillip.littler@centralhumepcp.org (see key dates). **Late applications will not be accepted.**

Partner Agencies will receive an acknowledgement email within 24 hours of your application being received.

Decision making process

Funds will be allocated to projects that obtain the highest weighting against the criteria and demonstrate a partnership approach or benefit to the partnership. Applications will be reviewed by the Executive Officer and the Independent Assessment Panel.

- Independent Assessment Panel will evaluate and score all applications and provide a recommendation to the CH PCP Executive Committee for endorsement of the final decision.
- The outcome of all applications (successful or non-successful) will be emailed to all signature partner agencies by Friday 21st May for Tier 1 and Friday 11th June 2021 for Tier 2.
- Funds will be made available to successful applicants before Wednesday 30th June 2021.

Project reporting

Tier 1 Grants

It is a condition of all funding that successful applicants provide a project evaluation report at the completion of the project. A template will be provided to recipients. Tier 1 projects must be completed within 12 months with final reports submitted to the CH PCP* 30 days after the completion of the project.

Tier 2 Grant

Tier 2 projects must be completed within 18 months with a progress report due after 12 months and final reports submitted to CH PCP* 30 days after the completion of the project. A template will be provided to recipients.

***Note:** *In the event that CH PCP is no longer funded, accountability will pass to the Department of Families, Fairness and Housing or their delegate*

Further information

If you have any questions about the grant process or reporting requirements please contact CH PCP Executive Officer, on 03 5761 4217 or phillip.littler@centralhumepcp.org