



Australian Government

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# **Torres Strait Regional Authority**

## **Healthy Communities Programme**

### **Grant Guidelines**

## **Part A – Programme Information**

### **Background**

The Torres Strait Regional Authority's (TSRA) Healthy Communities Programme recognises the importance of meeting basic living standards as well as having healthy people in our communities. It is difficult to embark on development initiatives when people are in poor health or living in poor conditions. The poor health of our people and prevalence of chronic diseases in the region requires concerted action.

The TSRA will contribute to provision of essential services and environmental health infrastructure as these are key priority areas noted in the [Torres Strait and Northern Peninsula Regional Plan 2009-2029](#) and the [Torres Strait Development Plan 2014-2018](#).

The TSRA will play a monitoring and strategic policy role: monitoring the delivery of health initiatives in the Torres Strait and providing strategic policy advice to the Partnership discussions focussing on Torres Strait Health and Integrated Service Delivery Framework partners, to ensure that advances are being made in primary and preventive health care. The TSRA will play a more direct role through provision of funding and support to preventative health initiatives that will promote healthy lifestyles and improve the health of our people. It will link with the Environmental Management Programme to support local fresh food production and engage with food suppliers to explore improved healthy food options.

Additionally, the TSRA will directly involve itself in making housing more affordable for Indigenous people, and engaging with traditional owners on land tenure and availability of land for housing in order to reduce overcrowding and improve housing and living conditions to an acceptable level.

### **Programme Aims**

The aims of the Programme are to:

- Seek to influence policy for all health programmes across all tiers of government.
- Monitor health services and health initiatives across the Torres Strait and Northern Peninsula Area and provide strategic policy advice (this will be undertaken under the broad umbrella of Integrated Service Delivery).
- Direct support targeting healthy lifestyles, including improving availability of fresh produce and healthy food options, and encouraging people to undertake healthy activities.
- Provide some direct support for home ownership and other specific housing initiatives when linked to economic development, including small enterprise and trade skills development and/or environmental management in terms of water management and renewable energies.
- Engage with Traditional Owners regarding negotiations for land release for housing development, where appropriate.

## **Planned benefits**

### 2014-2018:

- Affordable fresh produce available for communities.
- Communities have essential services and infrastructure to support healthy living environments
- Community and individual participation in healthy activities.
- Increased government investment in housing and affordable home ownership options.

### Future Development Plans:

- Reduced prevalence of disease resulting from poor environmental health infrastructure.
- Reduced chronic disease levels.
- Reduced overcrowding.
- Increase in home ownership by Torres Strait Islander and Aboriginal residents.

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## ***Part C – Initiative Information***

### **Who can apply**

Indigenous incorporated organisations or individuals from the Torres Strait Region and Northern Peninsula Area (Bamaga and Seisia communities only) can apply.

Board Members and employees of the Torres Strait Regional Authority are **not** eligible to apply for grant funding either in their own right or on behalf of another person or organisation. Organisations who wish to apply for grant funding, and who have TSRA Members of employees who hold Director positions within their organisation, must ensure that other Directors are used to sign the grant application forms.

### **What activities may be considered for funding**

Activities that directly support the following Healthy Communities Programme outcomes:

- Healthy Homes initiatives (including health promotion/education);
- Healthy Lifestyles initiatives

NOTE: A separate grant process is administered outside of the Common Funding Round for minor infrastructure projects. Only regional councils are eligible for minor infrastructure funding.

### **What is not funded**

- Activities which are the responsibility of other Programmes or that could reasonably be funded by other government departments.
- Activities which are unable to demonstrate a contribution to the Programme's aims and targeted benefits.
- Projects under \$5,000

## Timing for submissions

Submissions are to be received in line with the due dates specified in the TSRA common funding round notices.

Applicants will be required to complete a grant funding application when applying for funds. A copy of the grant application is available on the TSRA website at [www.tsra.gov.au](http://www.tsra.gov.au) or by contacting the TSRA Office on 1800 079 093.

## Assessment Criteria and Process

Applications for initiatives under the Healthy Communities Programme will be considered against the assessment criteria below and in comparison to other applications in the round.

- a. A high quality project which benefits the local community and aligns to the outcomes and targeted benefits of the initiatives under the Healthy Communities Programme;
- b. Extent to which the proposal contributes to the short and long term benefits of the Healthy Communities Programme;
- c. Ability of the applicant to deliver the proposed project (i.e. track record of organisation and individuals);
- d. Demonstrated need for government funding;
- e. Realistic and sound budget; and
- f. Evidence of funding sourced from other funding bodies.

## Explanation of the Assessment Criteria

- a. A high quality project which benefits the local community and aligns to the aims and objectives of the initiatives under the Healthy Communities Programme;

A range of factors will be taken into account when assessing the quality of a project, including how well it has been thought through, the professional skills that are being brought to it, the opportunities and benefits it provides and the outcomes it will achieve. These aspects will be seen in applicant's descriptions of their programme of activities and outcomes in the application. Applications should clearly demonstrate how the funding sought will directly contribute to the outcomes of the Healthy Communities Programme.

- b. Extent to which the proposal contributes to the short and long term benefits of the Healthy Communities Programme;

Proposed projects should demonstrate that they directly contribute to the relevant short or long term benefits targeted by Healthy Communities Programme.

For most applicants this will mean outlining in detail the outcome or benefit the activity intends to achieve.

- c. Ability to deliver the proposed project (i.e. track record of organisation and individuals);

The skills and experience of each key participant and the track record of the organisation are important ingredients of a successful project or programme.

Applicants should ensure that the CVs of the key participants and a brief explanation of their roles are included in the submission.

**d. Demonstrated need for government funding;**

Given the strong demand for support under the Healthy Communities Programme, it is important that funding supports projects that will both achieve quality outcomes in line with the aims and objectives of the Programme, and would not be able to happen without government support.

**e. Realistic and sound budget; and**

**f. Evidence that an attempt at sourcing funding from other funding bodies relevant to the project has been undertaken.**

Applicants will need to complete the budget pro-forma which is part of the grant funding application template. It is important to ensure that proposed budgets are accurate, clear, reasonable and readily supported by evidence.

## **Performance Measures, Evaluation**

Performance measures will be programme specific and selected from the following:

- Increased investment into new and existing regional environmental health infrastructure.
- Increased access to fresh and affordable foods in Torres Strait communities.
- Increase in participation in structured sport, recreation and healthy lifestyle activities. (TSRA does not directly fund sport and recreation grants. Please contact the Torres Strait Youth and Recreation Sporting Association on 07 4069 2484 for grant funding information).
- Increase in serviced land and infrastructure to support housing for Torres Strait Islander and Aboriginal people.

The TSRA may conduct an evaluation of the project after its completion to measure its contribution to the targeted benefits under the Healthy Communities Programme.

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## ***Part B – Administrative Information***

### **Late applications**

Late applications will be considered only in exceptional circumstances. These will be determined on a case-by-case basis by the TSRA. Where there are unforeseen circumstances that prevent you from getting your application to us on time, you should contact the TSRA Contract Officer as soon as possible by phone, on 07 4069 0700, or email, [grantapplications@tsra.gov.au](mailto:grantapplications@tsra.gov.au), before the closing of the grant round. You should confirm the unforeseen circumstances briefly in writing as part of your submission.

Prior notification of the late submission and the reason for late submission will be taken into account in determining whether the submission will be accepted.

### **Funding Allocation**

The TSRA may approve less funding than requested in an application, or approve an application in part. If this occurs, the TSRA will work with you to revise your project's objectives, activities and budget.

### **Funding Agreements**

The TSRA will issue the Funding Agreement (FA).

### **Payments**

All funding will be subject to the terms and conditions set out in the FA, particularly conditions relating to the deposit of funds, auditing and unspent programme monies. All payments will be made in line with the schedule and milestones set out in the FA.

### **Conflict of Interest**

Successful applicants need to undertake their activities in a way that avoids conflicts of interest, whether perceived or actual. This applies particularly to the selection of suppliers to the project, who must be chosen and engaged in an open and competitive process and in a way that maximises value for money.

### **Legal Advice**

Please note that the TSRA does not provide legal advice to applicants. You should seek your own independent professional advice on all financial and legal matters, including compliance with any statutory obligations.

### **Tax and Government funding**

There may be taxation consequences of obtaining funding from the TSRA depending on individual circumstances. Applicants should make their own enquiries about the taxation consequences (including income tax and Goods and Services Tax) of obtaining funding by consulting their financial adviser or the Australian Taxation Office Business Call Centre on 13 28 66.

### **Background Checks**

The TSRA may at any time in the evaluation and selection process, examine the financial records of the applicant and undertake background checks, including criminal records, to determine the good character and business reputation of the applicant and/or funding recipient.

### **Privacy**

The TSRA is accountable to Parliament and to the public in respect of all aspects of its Programmes. Treatment of submissions is subject to special obligations placed on Australian Public Service employees by the *Privacy Act 1988* and the *Public Service Act 1999*, which govern the TSRA's use of the information provided. In this context, the TSRA is generally unable to accept grant submissions on a confidential basis.

## **Decision**

The TSRA will endeavour to consider applications for funding and advise the applicant of the decision within 42 days from the closing date of the funding round or from the receipt of any additional information requested under these Guidelines.

## **Review Procedure**

Applicants have the right to the review and appeal of any decision made. For grant funding, an appeal of decision together with any supporting evidence must be lodged in writing with the TSRA Chief Executive Officer within 60 days of the date on which the applicant was notified of the decision. The appeal must demonstrate that the evidence available to the delegate at the time of making the decision has substantially changed, as demonstrated by evidence that was either:

- Not in existence at the time the application was made; or
- In existence but not discovered until after the application was made.