

Metro South Health and Brisbane South PHN

Living Healthier Lives Community Grants

Application Guidelines

The Boards of Metro South Health and Brisbane South PHN have collaborated to establish a small grant program to support local initiatives, new and existing, that can make a positive difference to the health and wellbeing of our communities in the Metro South region.

The grant program will be offered on an annual basis with applications for the 2019 funding round open from Friday 22 February 2019 to Thursday 1 May 2019. The program is open to eligible organisations that have existing or new projects which can contribute to our shared goal of a healthier community - keeping people living well in the community.

The funding will provide limited financial support to innovative projects for up to 12 months (only) commencing in July 2019.

The primary objectives of the grant program are to:

- support initiatives that promote and/or create environments and accessible services and programs to assist people to manage their health and keep them out of hospital
- facilitate the development of community projects aimed at improving health outcomes
- promote community participation, partnerships and a shared responsibility for preventing ill health or improving quality of life
- build stronger partnerships between Metro South Health, Brisbane South PHN and the broader community.

Why are we doing this?

Achieving our goal of a healthier community requires innovative and creative ways of doing things. We are interested in your ideas or projects for working within the community to target activities that support improved health outcomes. Tell us what you are already doing; tell us what you would like to do!

In 2018, we received 22 applications for community projects focused on achieving the objectives of the grant program. The successful projects included:

- Anglicare Southern Queensland: Wound Clinic Pilot Project
- Hepatitis Queensland: Kombi Clinic Project
- World Wellness Health and Medical Clinic: Wellness @ Heart Pilot Project.

To read more about the 2018 *Living Healthier Lives Community Grants* recipients, please visit the Metro South Health website: <https://metrosouth.health.qld.gov.au/grant-winners2018>

About the Program

The *Living Healthier Lives Community Grants* program provides grants of between \$20 000 and \$100 000 to support existing initiatives or the development of new ones.

We are particularly keen to hear from organisations that have projects that will help reduce unnecessary public hospital admissions for Metro South Health facilities.

Classed as potentially preventable hospitalisations (PPH), these are conditions where it is considered that hospitalisation may have been avoided if the patient accessed timely preventative health interventions and early disease management in non-hospital (community) care. There were a total of 89 164 bed days classified as PPH in Metro South Health in 2017-2018.

PPH are classified into three categories:

- acute
- chronic
- vaccine-preventable.

The 10 most common unnecessary admissions at Metro South Hospital facilities include:

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| 1. diabetes complications | 6. urinary tract infections (UTIs), including pyelonephritis |
| 2. pneumonia and influenza | 7. gangrene |
| 3. Chronic Obstructive Pulmonary Disease (COPD) | 8. other vaccine preventable diseases |
| 4. congestive cardiac failure | 9. convulsions and epilepsy |
| 5. cellulitis | 10. ear, nose and throat infections. |
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What are the steps to apply for a grant?

1. Complete the application form, including a Project Plan, which can be found at <https://metrosouth.health.qld.gov.au/community-grants>
2. Before submitting an application, applicants should read these guidelines and the associated application form carefully to reconfirm eligibility. Applications that are not consistent with the guidelines will not be considered.
3. Applicants are welcome to contact the Project Officer at Metro South Health's Transformation and Innovation Collaborative on 07 3069 4751 to discuss your project's eligibility before submitting the application form.
4. Complete and submit your application by email (preferred) or post by close of business (5.00 pm EST) on 1 May 2019. Deadline extensions will not be available and late applications will not be considered.
5. Receipt of applications will be acknowledged within five (5) days.

What is covered by the grant?

Funding of between \$20 000 and \$100 000 will be available for a duration up to 12 months for one-off activities or existing initiatives (projects), involving one or more partners, that contribute to the achievement of *Living Healthier Lives Community Grants* program objectives.

Funding is non-recurrent. Applicants need to clearly detail whether the funding will be used for:

- one-off time-limited projects
- to top-up existing programs or services to build short-term capacity.

Demonstrable project outcomes must be achievable within 12 months of project initiation.

Project sustainability should be detailed in the application, where applicable.

Please refer to the section on Project Eligibility in these guidelines for information on what is not covered by the grant.

Applicant eligibility

To be eligible for the *Living Healthier Lives Community Grants* program you must:

1. provide services to the Metro South region
 - the Metro South region covers the Brisbane south side, Logan, Redlands and Scenic Rim (to Beaudesert) regions
2. be a community applicant (one of the following):
 - an incorporated not-for-profit organisation
 - an organisation sponsoring an unincorporated not-for-profit organisation.

Project eligibility

Projects that will be considered must endeavour to achieve the **following four objectives**:

1. reduce potentially preventable hospitalisations in Metro South Hospital and Health Service
2. provide care that is person centred
3. develop partnerships to enable better integrated and connected care
4. provide quality, reliable and evidence-based health care which is focused on improving health outcomes.

Projects that are accessible to priority population groups listed below are encouraged:

- Aboriginal and Torres Strait Islander
- culturally and linguistically diverse
- disabled persons
- older persons.

The scope of eligible projects could include:

- initiatives that promote and/or create environments and/or accessible services and programs to assist people to manage their health and keep them out of hospital

- activities or events that facilitate improved health literacy via community awareness, the dissemination of information, or provide skills training around preventing ill health or better managing existing conditions
- resources to upskill workers, volunteers, clients, carers and families about ways to prevent ill health or better manage existing conditions
- development of culturally appropriate services/programs/resources and dissemination strategies
- projects that improve health help-seeking behaviours.

Funding may not be used for:

- undertaking research projects
- general office equipment, such as photocopiers, computers, printers, mobile phones
- ordinary operating costs (e.g. electricity, rent, telephone, lease payments)
- ongoing salary costs that will be incurred irrespective of the projects (salaries incurred as a direct result of the project may be considered)
- capital infrastructure
- general maintenance
- projects that are deemed to be the core business of local, state or federal government departments
- travel and conference attendance unrelated to project outcomes
- fundraising.

Potential or pre-existing conflicts of interest must be declared upon submission of applications.

Assessment criteria

Each application will be assessed against two parts:

- PART A: four key objectives
- PART B: assessment criteria.

PART A: Projects must endeavour to achieve the following four objectives:

1. reduce potentially preventable hospitalisations in Metro South Hospital and Health Service
2. provide care that is person centred
3. develop partnerships to enable better integrated and connected care
4. provide quality, reliable and evidence based healthcare which is focused on improving health outcomes

PART B: Assessment criteria

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| Strategic/operational alignment | Does it align with a national or state level plan, priority or target? |
| | Does it involve collaboration or partnerships with the community, health care providers or health professionals? |
| Strength and quality of evidence | Has it been done successfully somewhere else? |
| | Is it supported by the community? Do you have evidence of community consultation? |
| | Is it standard or best practice? |
| | Does it duplicate existing projects operating within the same community? |
| | Can it be completed within 12 months of receiving funding? |
| Health equity | Does it fill an unmet need or gap in services? |
| | Does it improve access to services? |

Does it increase service capacity?

- Can community members be treated more quickly?
- Is a better service provided?
- Can more community members be treated?

Does it address a priority population group?

- Aboriginal and Torres Strait Islander.
- Culturally and linguistically diverse (CALD).

Will it contribute to the improvement of health literacy within the target population group?

Health benefit

Does it improve health by:

- increasing life expectancy
- improving quality of life
- reducing disability
- preventing illness.

Does it address a priority health condition as mentioned in these guidelines?

Will it contribute to reducing potentially preventable hospitalisations?

Risk assessment

Are there any legal and or regulatory implications?

Does the organisation have the capability to deliver the program?

Is the organisation reputable?

How to apply

- Step 1.** Download the application form and complete all sections of the document with respect to the proposed project.
- Step 3.** Before submitting an application for assessment, take a moment to complete the checklist at the end of the application form to ensure that all application criteria have been met and all relevant information and attachments have been included. Applicants are welcome to contact the Project Officer, Transformation Innovation Collaborative, on 07 3069 4751 or metrosouthinnovation@health.qld.gov.au to discuss your project idea and confirm that it falls within the *Living Healthier Lives Community Grants* guidelines.

There is no question too big or too small.

- Step 4.** Applications can be submitted to Metro South Health via the following means:

Email (preferred): metrosouthinnovation@health.qld.gov.au

Please ensure that a scanned copy of the signed declaration is included with email submissions. If it is not possible to include a scanned copy of the signed declaration, please post the original copy to the department within five (5) working days.

Please note, as there is a limit to the size of attachments that can be accepted by email, supporting documents can be sent via post. Please make reference to this in the email should additional information be posted.

Post: Transformation and Innovation Collaborative
Metro South Health
PO Box 4043
Eight Mile Plains Qld 4113

- Step 5.** All applications will be acknowledged via email within five (5) business days of receipt. Should you not receive an acknowledgement, please contact the department by telephone or email to confirm that your application has been received.

Assessment and notification

Please allow up to 12 weeks for advice regarding the outcome of your application.

All applications will be reviewed against the assessment criteria outlined in this document. All organisations that apply for funding will be notified in writing of the outcome of their submission.

Successful applicants

Successful applicants will be required to provide ongoing reporting on the progress of their projects. Once the project has been completed, a final report must be submitted to meet acquittal requirements. Specific reporting requirements for your project will be advised when your grant is approved. Generally, the final report will provide a summary of project activities, outcomes and project participants, together with any problems incurred and/or lessons learned, to evaluate the effectiveness of the project against the objectives of the grant program. Appropriate reporting templates will be provided by the Transformation and Innovation Collaborative.

Final acquittal of your grant also requires a statement of income and expenditure for the project, which must be certified by the authorised signatory of the organisation.

Once the project is completed, any unspent grant funds, or grant funds not expended in accordance with the grant agreement/conditions, must be returned to the funding bodies. The funding bodies will advise you of the process for returning funds following submission of your acquittal documents.

Successful applicants are requested to acknowledge the source of funding on all project communication and collateral through the use of the below tag line.

This program is supported by Metro South Health and Brisbane South PHN as part of the Living Healthier Lives Community Grants program.

For further information

If you require further information about the *Living Healthier Lives Community Grants* or assistance in completing the application form, please contact the Project Officer, Transformation Innovation Collaborative at metrosouthinnovation@health.qld.gov.au or 07 3069 4751.

FAQ

1. Is my project eligible?

Eligibility criteria for applications is identified in these guidelines, however the Transformation and Innovation Collaborative welcome discussion of your ideas. Please phone on 07 3069 4751 to discuss the eligibility of your ideas and advice on your application.

2. Will my project be eligible if my organisation or myself have previous working relationships with Metro South Health and/or Brisbane South PHN?

Organisations or individuals who are employed by Queensland Health or Brisbane South PHN are ineligible to apply. Likewise, projects or organisations currently employing current staff members of Queensland Health or Brisbane South PHN are ineligible.

If a current or historic working relationship between the organisation or individual and Queensland Health or Brisbane South PHN exists, it will not exclude the applicant from consideration. The applicant is however required to declare any potential or existing conflicts of interest upon application.

3. Can I submit multiple grant applications?

If your organisation has multiple different project ideas, multiple applications may be submitted for consideration. However, if the ideas are similar in nature, it is recommended they be amalgamated into one submission.

4. What supporting material should I include in my application?

It is required that applicants submit a detailed Project Plan as companion to the *Living Healthier Lives Community Grants* application. A Project Plan template will be available on the *Living Healthier Lives Community Grants* webpage, however applicants are not required to use this specific template.

You may also choose to include evidence to support your project's objectives and outcomes.

If the application is successful, Metro South Health and Brisbane South PHN will request annual and financial reports from the organisation as due diligence. Having these reports prepared and submitted in advance may avoid delays in the completion of the *Living Healthier Lives Community Grants* program.