



Step Forward Grants 2024–25

Guidelines

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About Step Forward grants

Step Forward Grants are now open. Please read the grant guidelines to make sure this is the right grant for your organisation and to help you plan and prepare your application.

Grants are for projects that support health and wellbeing. Grants could be used for a wide range of activities like providing training to upskill your organisation, designing/printing posters for a health promotion campaign, or for equipment to run a community group or activity.

The focus is on preventive health activities that keep people healthy and well, by preventing rather than treating illness.

Applications open 26 August 2024 and close 23 September 2024.

Key dates

Applications open: Monday 26 August 2024

Online information session: 1–2 pm on Monday 2 September 2024

Applications close: 4 pm on Monday 23 September 2024

Funding notifications: Early November 2024

Delivery of projects: November 2024 to April 2025

Before you apply

[Read the Step Forward grant guidelines](http://www.health.tas.gov.au/about/what-we-do/strategic-programs-and-initiatives/healthy-tasmania-strategic-plan/step-forward-grants) (www.health.tas.gov.au/about/what-we-do/strategic-programs-and-initiatives/healthy-tasmania-strategic-plan/step-forward-grants).

[Preview the application form on SmartyGrants](http://www.healthytas.smartygrants.com.au) (www.healthytas.smartygrants.com.au).

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What funding is available?

Grants of up to \$5,000 are available from a total funding pool of \$150,000.

Who can apply?

To be **eligible** your organisation must:

- be an incorporated not-for-profit organisation (this includes councils)
- have an office, branch or presence in Tasmania and plan to do your project in Tasmania.

Sponsorship

Individuals or community groups can apply if they are sponsored by an incorporated not-for-profit organisation or local government. The sponsored individual or community group must meet all other eligibility criteria.

The sponsor organisation accepts responsibility for the grant and receives the grant funding. The sponsor organisation can transfer the grant funding to the individual or community group who applied to carry out the grant activities. The sponsor organisation must provide a signed letter agreeing to the sponsorship. This letter must be on the sponsor organisation's official letterhead.

Example sponsorship letter

[Date]

Chair, Step Forward Selection Panel

Department of Health

Public Health Services

GPO Box 125

Hobart TAS 7001

RE: Sponsorship of [name of applicant organisation]'s application for a Step Forward grant in 2024–25.

Dear Chair,

Our organisation is an incorporated not-for-profit organisation and is prepared to act as the sponsoring body for [name of applicant organisation] if it's application for a Step Forward 2024–25 grant to deliver [name of project] is successful.

We are aware that if [name of applicant organisation]'s application is successful, the grant will be paid to our organisation, and we accept the legal and financial obligations involved in accepting the grant.

Yours sincerely

[Name]

[Position in organisation]

Who can't apply?

For-profit businesses and consultants, schools, school associations, universities and state or commonwealth government departments cannot apply (even if sponsored by an eligible organisation).

What can funding be used for?

Examples of projects or activities we may fund include:

- Delivery of small health and wellbeing projects (e.g. community smoke free, eating well or physical activity projects).
- Providing training, education or skill development staff, volunteers or community members.
- Developing and/or printing a health and wellbeing resource for your community.
- Purchasing or upgrading equipment that can be used for community health and wellbeing activities (e.g. kitchen equipment for community cooking sessions, community garden equipment, furniture or equipment to support more community connection).
- Hosting a community health and wellbeing event.
- Sporting club projects or activities that are outside of usual business and aimed at improving community health and wellbeing.

Other projects or activities may be funded if they meet the assessment criteria.

What can't funding be used for?

Examples of projects or activities we will not fund include:

- Clinical or medical services (including treatment or rehabilitation).
- Medical or first aid equipment (e.g. defibrillators) or training. Mental health first aid training is an exception.
- Sporting club activities or equipment that are for usual club activities.
- Applications that are better suited to other funding sources or that are similar to another project in the same area.
- Safety equipment required to meet occupational and workplace health and safety requirements.

- Activities that are solely for promotion of an existing organisation or program. The funding must support improving community health and wellbeing.
- Equipment or activities already paid for or already funded by another source.

What are the assessment criteria?

Each application will be assessed on merit and the information provided in the application form.

Applications will be assessed against the following criteria:

1. The project has a focus on preventive health activities that aim to improve community health and wellbeing.
2. There is a clear link between the project activities and improved community health and wellbeing.
3. There is a need in the community, and the project addresses this need (and there is not already a similar project in the same area).
4. The organisation is well placed to deliver the project.
5. The project shows good value for money.

Applications that do not meet the eligibility criteria will not be assessed by the panel.

What does 'preventive health' mean?

Preventive health is the term for activities that help protect, promote and maintain health and wellbeing.

We want to fund community projects that keep people healthy, prevent rather than treat illness and protect from harm.

To learn more about preventive health, read the Healthy Tasmania Five-Year Strategic Plan 2022-2026.

[See the list of previously funded Step Forward projects](http://www.health.tas.gov.au/about/what-we-do/strategic-programs-and-initiatives/healthy-tasmania-strategic-plan/step-forward-grants) (www.health.tas.gov.au/about/what-we-do/strategic-programs-and-initiatives/healthy-tasmania-strategic-plan/step-forward-grants) or [read the Healthy Tasmania Report for Years 1 and 2](http://www.health.tas.gov.au/publications/healthy-tasmania-report-years-1-and-2) (www.health.tas.gov.au/publications/healthy-tasmania-report-years-1-and-2) for inspiration and ideas of the types of projects we may fund.

How do I apply?

[Apply online through SmartyGrants](http://www.healthytas.smartygrants.com.au) (www.healthytas.smartygrants.com.au).

You will need a SmartyGrants login (create a new one or use an existing login).

What is the assessment process?

All applications will be checked for eligibility. Applications that do not meet the eligibility criteria will not progress.

A review panel will read all the applications and select successful applicants based on the assessment criteria.

Application outcome

We will let you know the outcome of your application in November 2024.

If you are not successful, you can ask for feedback on your application. You can request an appeal of the decision by emailing ahealthytasmania@health.tas.gov.au.

Frequently Asked Questions

What has changed from Step Forward in 2024-25?

There is only one round of Step Forward in 2024-25. All applications will be assessed at the same time.

In previous rounds of Step Forward, applications were assessed in batches until the funding pool was used up, and unsuccessful applicants were able to re-apply in the same financial year.

Can previous Healthy Tasmania Funding grant recipients apply?

Yes. Organisations that have already received a Healthy Tasmania Fund grant (including Step Forward) can apply.

If you are applying again for the same project, tell us how it will be different (e.g. how will your project build on the success of your previous grant or target a different group of people).

Can sport and recreation clubs or organisations apply?

Yes. Sport and recreation clubs/organisations can apply if the project activities are outside of usual business and aimed at improving community health and wellbeing.

For example, a sporting club may run a project to be more inclusive of certain community members by breaking down barriers to participation (e.g. people with disability, culturally and linguistically diverse groups, older people, LGBTIQ+ people).

A project to replace club equipment for usual activities would not be eligible.

Sport and recreation clubs may be eligible for equipment grants from Active Tasmania. [Find out more about Active Tasmania Equipment grants](#)

(www.active.tas.gov.au/grants_and_funding_programs).

We are currently funded by the Department of Health. Can we apply?

Yes. However, we will not fund activities that are already funded. In your application, be clear about why more funding is required. Explain how your project builds on or is different to the work you are already funded to do.

Are Companies Limited by Guarantee eligible?

Yes. A company Limited by Guarantee is eligible if they are registered with the Australian Securities and Investments Commission (ASIC) as a not-for-profit or charitable organisation.

Are social enterprises eligible?

Yes. Social enterprises are eligible if they are registered as a charity with the ACNC (Australian Charities and Not-for-profits Commission).

Can parents & friends associations apply?

No. Schools, school associations or incorporated parents & friends associations are not eligible to apply. However, schools or school associations may work with eligible organisations to deliver projects.

Can we speak with someone at Healthy Tasmania?

Yes. Email us at ahealthytasmania@health.tas.gov.au or phone 6166 1691.

Can we submit more than one application?

Yes. You can submit more than one application if each application is for a different project.

Multiple applications will not increase your chance of success. We encourage you to make one high quality application rather than multiple.

Do we have to provide supporting evidence in our application? (e.g. quotes, letters of support)

No. You only need to answer the questions in the application form. If you are applying with a sponsor organisation, a sponsorship letter is required.

What is the responsibility of the sponsor organisation for a Step Forward grant?

Individuals or community groups can apply for Step Forward if they are sponsored by an incorporated not-for-profit organisation or local government. The sponsored individual or community group must meet all other eligibility criteria. The sponsor organisation provides a signed letter agreeing to the sponsorship as part of the application.

If the application is successful, the sponsor organisation will:

- receive the grant funding into their nominated bank account (the grant funding may then be transferred to the individual or community group who applied to carry out the grant activities)
- accept responsibility for completing reporting requirements
- if the grant project cannot be completed, return the funding to the Department of Health.

Do we need to provide proof of insurance?

No. You are not required to provide proof of insurance to apply for a Step Forward grant.

However, we recommend seeking advice about whether the project activities would require insurance (e.g. Professional Indemnity and Public Liability).

For sponsored applications, the applicant and the sponsor organisation must decide who will take responsibility for making sure the grant activities are covered by insurance if required. We recommend having a memorandum of understanding or agreement with your sponsor organisation to outline your roles and responsibilities.

Can grants be used for hiring facilitators or for staffing?

Yes. Funding can be used for facilitators and staffing where organisations do not have the capacity to deliver their projects without this support. Funding cannot be used for ongoing salaries.

Can grants be used for vehicles?

Funding can be used to cover transport costs that are required for the delivery of your project, such as fuel or staff travel allowances.

Funding cannot be used to purchase vehicles.

Can grants be used to deliver clinical or medical treatment or services?

No. Step Forward grants are for preventive health and wellbeing projects. Delivery of clinical services including tests, examinations, procedures, treatment or rehabilitation will not be funded.

Health assessments or screening that are part of a broader preventive health project may be included (e.g. participants complete a physiotherapist or exercise physiologist assessment before joining your physical activity program).

Can grants be used to deliver Mental Health First Aid Training?

Yes. However, if other funding sources are available in your area, your application may not be successful.

When does our project need to take place?

Successful applicants will have six months from the date of receiving payment to complete their project.

What happens if my application is successful?

Grant payment

If you are successful, we will send you an email telling you when to expect payment of the grant into the bank account you provided in your application.

Reporting

There will be a short report form to complete via SmartyGrants when you finish your project. Reports are due six months after the date you receive the grant funding.

Photos

Photos help tell the story of your project. Please take photos during your project and include them with your report.

Acknowledgement

Grant recipients must acknowledge the Healthy Tasmania Fund as the funding source in any public or promotional materials.

We will provide a Healthy Tasmania Funding Style Guide that tells you how to acknowledge the funding and use the Healthy Tasmania and Tasmanian Government logos.

Contact us

We want to make applying for a Step Forward grant as simple as possible. Contact us to check your project idea is eligible and to ask us any questions.

Email ahealthytasmania@health.tas.gov.au or phone (03) 6166 1691.

What support is available?

Help for people with hearing or speech difficulties

Contact Healthy Tasmania through the National Relay Service (NRS). [Visit the NRS website](http://www.accesshub.gov.au/about-the-nrs) (www.accesshub.gov.au/about-the-nrs) to choose your preferred access point or call the NRS Helpdesk on **1800 555 660**. This is a free service.

Using Interpreters

Tasmania has a rich cultural diversity. Are you planning to work with interpreters in your project?

We want to support all Tasmanians to access projects. To do this, Healthy Tasmania will cover the cost of providing interpreter services for your project (for non-government organisations not eligible for the [free Interpreting Service](http://www.tisnational.gov.au/en/Free-Interpreting-Service) (www.tisnational.gov.au/en/Free-Interpreting-Service)).

Please contact us to find out more.

Helpful resources

[Read or download the Healthy Tasmania Five-Year Strategic Plan 2022-2026](http://www.health.tas.gov.au/about/what-we-do/strategic-programs-and-initiatives/healthy-tasmania-strategic-plan)

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