Tobacco Control Grants Scheme

Supporting local government tobacco control & compliance activities

Guidelines and application information for Local Governments

Grant amount: *$5,000 (amount is flexible)*

Second round applications open: *1 May 2013*

Second round applications close: *31 July 2013*

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About the project

The Tobacco Control Grants Scheme is a new project that aims to facilitate and support local governments and other relevant organisations to control the use of tobacco products in accordance with the provisions of the *Tobacco Products Control Act 2006*. The Public Health Advocacy Institute of WA (PHAIWA) will actively support the local government officers (principally Environmental Health Officers) during the application and delivery phases of the project, in an effort to significantly enhance positive tobacco control and compliance outcomes. The project is funded by the WA Department of Health and will operate with support from the Tobacco Control Branch (TCB) and the Environmental Health Directorate.

What projects will be funded

All projects will have to support tobacco control and compliance. Both long-term and one-off projects or events will be favourably considered. Applicants are encouraged to examine flexible and innovative approaches that engage with the community and across local government boundaries, as well as those that offer long-term sustainability. Profit making projects and those requiring overseas travel will not be funded.

Funding arrangements

Grants will be offered to applications that effectively demonstrate how their initiatives will add value to or supplement tobacco control at the local level. Local governments, NGOs and other organisations may apply for funding for a completely new project or to improve an existing initiative.

Amount per grant: $5,000. Submissions that request more than this may be accepted providing the project application warrants increased funding. Smaller grants will also be offered.

Funding timeframe: For projects expected to be complete within 3 months the total grant amount will be paid up front. Projects expected to extend beyond 3 months may instead receive 50% of the grant amount up front with the remaining 50% to be paid at the half way mark of the project.

Number of grants: A maximum of 60 grants will be available (total funding: $300, 000). Depending on available funds applicants may apply for more than one grant.

Cut-off periods: There will be three application deadlines throughout 2013 - March 31, July 31 and November 30. Applications received early in 2013 will have a greater likelihood of being accepted due to the limited number of grants available.

Applications that are not initially accepted will receive instructions on how their applications can be improved and will have the chance to resubmit, providing there is grant money available.

Reporting schedule

The first grant payment will be made upon signing of the MOU after the grant application has been approved. PHAIWA will remain in contact with funding recipients throughout the project timeframe. Projects that extend beyond 3 months will be required to provide a brief progress report at the half way mark of the project timeline to support the second grant payment. There will be opportunity for PHAIWA to visit grant recipients during the implementation phase of the project should assistance be requested. On completion of the project funding recipients will be required to submit an acquittal and a final report. Where appropriate evidence such as media clippings, photos and examples of resources should be provided to PHAIWA. It is anticipated that all projects will be delivered and finalised within 12 months.

Application elements

Applicants will be required to comprehensively outline all aspects of their project including:

- a project overview;
- project timeline;
- anticipated project outcomes and outputs;
- how project will support tobacco control and compliance;
- relevance of project within and beyond the local government applicant/s;
- project stakeholders and partnerships, and
- project budget (include other sources of funding if applicable)

Evaluation process and criteria

Applications will be examined by an expert panel using an open and transparent evaluation method. Both successful and unsuccessful applicants will be notified of the outcome and feedback provided. Applicants should consider the following:

Relevance: Does the proposed project address an important and current issue or need that supports tobacco control?

Sustainability: Does the project have an application over time and/or beyond the local government boundary?

Community engagement: Have community members and/or organisations been consulted during the development phase of the project? Will there be further consultation after the project is implemented (how are the project outputs and/or outcomes going to be disseminated)?

Measurability: To what extent can the effectiveness of the project be evaluated? (We understand that this may prove difficult for some projects.)

Scoping Grant Proposals

Applications for tobacco control (TC) grants should support tobacco compliance activities. Activities included in grant applications could for example include:

The development and erection of local signs, e.g. in parks and playgrounds, at local beaches and in other public areas
The development of local government (LG) policy and procedures to support TC activities
Conducting inspections/investigations, including after hour inspections (+/- in collaboration with TCB Investigators). Could include licensed retailer checks (new licences and premises where a licence has not been renewed), markets, enclosed public places, vending machines, outdoor eating areas, joint investigations of local complaints, beaches, parks, car parks, in proximity to schools, supporting the TCB in conducting follow-up checks of non-compliant premises especially in rural and remote areas etc.
The development, establishment and implementation of TC enforcement, recording and reporting systems
Establishment of LG TC partnerships, collaborations and information sharing frameworks
The development and implementation of local initiatives to address TC in at-risk groups e.g. Indigenous, low socio-economic groups, migrants, pregnant women, children
Officer attendance (travel, accommodation) at TC training workshops and forums. (Could include attendance at in-house training, at external courses/workshops and/or at field-based practical training sessions)
The development and delivery/dissemination of information and promotional activities/materials at local fairs and events and at other targeted venues e.g. parks and playgrounds, car park areas where children may be present in vehicles, between the flags on public beaches
Developing and coordinating community competitions, community information and engagement materials e.g. to target under-aged smoking
Developing and undertaking applicable research initiatives
Other activities as approved through the grants application process (e.g. signage and security, Cancer Council model cut-outs, LG by-laws and local policy development)