

# The ACT Health Promotion Grants Program 2011 Healthy Schools Healthy Children Funding Round

## Application Form

**Supporting children and young people in  
school communities to live a healthy,  
active life.**



**Privacy Statement:** All applications submitted to the ACT Health Promotion Grants Program as part of the 2011 Healthy Schools Healthy Children Funding Round are accepted in confidence. The ACT Health Promotion Grants Program may liaise with other ACT Government funding bodies regarding your application.

## PROJECT DETAILS

**School/Organisation name:** Giralang Primary School P&C Association Inc

**Project Title:** Keeping Our Menu Green - Giralang Primary School Canteen

**Funding amount sought:** \$9999

*(whole dollars)*

**Number of students targeted in proposal:** 170

**Project start date:** Commencement of Term1, 2011

**Project end date:** Cessation of Term 4, 2011

*(on or before Dec16th 2011)*

Do you give the ACT Health Promotion Grants Program permission to publish details of your project (including a description and contact details) on the ACT Health Promotion Grants Program website if your grant application is successful?

Yes

No

## MAIN PROJECT CONTACT

**Title:**

**First Name:**

**Surname:**

**Organisation:** Giralang Primary School P&C Association

**Position:** Member

**Postal Address:**

**Postcode:**

**Phone:**

**Fax:**

**Email:**

## ELIGIBILITY REQUIREMENTS

Is your organisation one of the following:	<input checked="" type="checkbox"/> ACT Government or Catholic Systemic School/facility <input checked="" type="checkbox"/> Incorporated association <input type="checkbox"/> Other organisation with legal status ( <i>Please specify</i> ) <input type="checkbox"/> being auspicied
Do you or your auspicied organisation have any outstanding reporting requirements (acquittals, evaluations and audited financial statements) for any previous ACT Government grants?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you or your auspicied organisation submitted an interim report for any current projects? <i>Note: An Interim report template is in the section titled 'Previous Funding Details' on page 8 of this form</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Does your organisation have current public liability insurance of a minimum of 10 million dollars <b>OR</b> have you obtained a quote for public liability insurance of 10 million dollars. (Not applicable to ACT government or Catholic Systemic schools/facility) <i>Note: You must attach a copy of your current public liability insurance or a quote for public liability insurance from an insurance company to this application</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## ORGANISATION THAT WILL MANAGE THE FUNDS (An ACT Government or Catholic Systemic school/facility **OR** incorporated/other legal status organisation **OR** the auspicied organisation.)

<b>Organisation Name:</b> Giralang Primary School P&C
<b>ABN:</b>
<b>GST Registered?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Principal /CEO or equivalent</b>
<b>Title:</b> <b>First name:</b> <b>Last name:</b>
<b>Postal Address:</b> C/- Giralang Primary School, Atlumba Close, Giralang ACT
<b>Postcode:</b> 2617
<b>Street Address</b> <small>(if different to postal address):</small>
<b>Postcode:</b>
<b>Phone:</b> <b>Fax:</b>
<b>Email:</b>

# PROJECT PROPOSAL

## PLEASE ANSWER ALL QUESTIONS

### 1. Project Summary

Provide a brief summary of your project (*approximately 1-3 sentences*)

In 2009, Giralang Primary School Canteen was one of two ACT schools who participated in the National Healthy School Canteens pilot project. The Canteen is the only school canteen in the ACT to have voluntarily implemented all recommendations from the Guidelines

This project aims to enhance the work already undertaken by the Canteen through additional staff resourcing to enable full implementation of the guidelines, and to position Giralang Canteen as a best practice model for other schools in implementing the guidelines.

### 2. Project Strategies

Please list your project's key strategies (*dot points please*)

- **The project aims to:**
- **Support the Canteen in in developing a sustainable and cost efficient model for provision of healthy food options, service and educating children about healthy food choices**
- **Develop policy, procedures and recipes for future canteen managers/relief managers**
- **Develop and implement a training strategy for canteen volunteers**
- **Enable Giralang Primary School Canteen to be an ACT Champion for the implementation of the national guidelines**

### 3. Frameworks Supported

Provide a brief summary of how your proposal supports any of the key policies, programs or frameworks listed in the funding guidelines (p 3) (*approximately 1-3 sentences*)

The work of the Giralang Primary School Canteen is in accordance with, and/or supports the following policies, programs and frameworks:

1. National Healthy School Canteens Guidelines for healthy foods and drinks supplied in school canteens (voluntary full implementation of these guidelines).
2. ACT Department of Education and Training School Canteens Policy SCP200708
3. Nourish the FACTS: The Food in ACT Schools Guidelines
4. World Health Organisation Global School Health Initiative

### 4. Population Targeted

Which population and age group/s will this project target? (*you can cross more than one*)

#### Population group

- Culturally & Linguistically Diverse
- Aboriginal & Torres Strait Islanders
- People with a disability
- Low socio-economic status groups
- People who are disadvantaged or particularly at risk of poor health outcomes
- General population

#### Age group

- Children in early childhood centres
- Preschool Students
- Primary School Students
- High School Students
- College Students
- Other:

## 5. Evidence of Need *(approximately 1 – 3 sentences for each point)*

How did you identify the need for this project?

The role schools have in promoting academic achievement has always been clear, but what is also becoming clear is that more and more, schools are also the sites for addressing the health and wellbeing need of students. The Canteen contributes to the work being done in the school through curriculum and policy.

The commitment by the Giralang P&C to full implementation of the National Guidelines has not been without difficulty. Fresh food preparation takes more time and skill to prepare a chicken salad wrap than to put a tray of chicken nuggets in the oven. It is more labour intensive and has a lower profit margin than pre-prepared food items.

The acceptance of menu changes and appreciation of the revised menu by the children has provided great incentive to the Canteen staff and volunteers.

Why is this a priority for your organisation?

Giralang Primary is the smallest government school in the ACT. Its small size means that there are less volunteers available in the school community. The Canteen is currently only open on Thursdays and Fridays, due partly to the lack of available volunteers to assist with food preparation and sale.

Conversion of the menu has been well accepted by the students. The Canteen also recently participated in the Sydney Markets "Chow Down and Win" campaign, which challenges schools from NSW and the ACT in a competition to eat more fruit and vegetables. Students receive incentive tokens for each marked healthy item they select from the menu. The rise in the selection of the healthier options has been significant,

A second paid staff member would alleviate the pressure on the Canteen Manager by freeing up the Manager to train volunteers in the Healthy Eating guidelines, to prepare policy and operating guidelines for volunteers and relief managers, and to alleviate the workload on the Canteen Manager.

Giralang Primary School also has a well equipped student kitchen which is used by all classes. In 2010, the Year 5/6 classes have held 50 Cent Tuesdays and Delicious Delights Wednesdays, which involves the students planning, cooking and selling snacks (Tuesdays) and lunches (Wednesdays). These programs have been very successful, and involve a range of skills including menu planning, budgeting and reconciliation of profits (which go towards the cost of the Term 4 camp).

How will it improve the health and wellbeing of your project participants?

The P&C is committed to improving to the health and wellbeing of all students, from preschool to Year 6, and aims to support and enhance the health promoting initiatives already in place at Giralang. The Canteen has an important role in promoting healthy choices through its menu.

The early years of children's lives have a significant impact on their physical, cognitive and social development later in life. Our school, a Health Promoting School, makes every effort to assist with early intervention strategies to support the health needs of our students. Early intervention reduces the negative impact of a health need on a child's general health.

One of the early intervention strategies employed at Giralang Primary School is Fruit Break also known as 'Crunch O'clock'. This is in peak learning time for students who are invited to have a piece of fruit mid morning. Classes do not stop, but students get their fruit and go on with whatever activity they are engaged in. At this time of the morning at Giralang Primary it is sure to be a literacy or numeracy activity. The fruit supplements and prolongs their energy levels. Other food items are saved for the recess break.

**6. Sustainability** (approximately 1 – 3 sentences for each point)

How will equipment be maintained and/or stored?  Not applicable

How will the project be continued after the funding period?

Through development of policies, procedures and a training model for volunteers to ensure the principles are firmly embedded in process, and effectively transferred to new canteen staff and volunteers.

It will assist with further refinement of the business operating model of the canteen, which presently aims to achieve cost recovery. With refinement, it is hoped that a small annual profit will be possible, and that the Canteen will be sustainable enough to trade three days per week.

The Canteen is also a "Green" canteen, aiming for minimal wastage and recycling wherever possible.

**7. Evidence of Project Success** (approximately 1 – 3 sentences for each point)

How will you know the project has been a success?

Sustained profitability of the operating model in switching from previous menu to healthy choices menu under the National Guidelines

How do you plan to evaluate your project's success?

Regular financial reporting to the P&C

Quarterly progress reports from canteen employees/volunteers

**8. Additional Information**

Is there any other information that may support your application?

9. Letter/s of support attached  Yes  No  Not applicable

10. Quotes attached  Yes  No  Not applicable

Please attach at least one quote for any proposed equipment

**PLEASE COMPLETE THE BUDGET FORM ON FOLLOWING PAGE.**

**If you are applying for multi year funding please also complete the multi year budgets on pages 9 and 10**

## PROJECT BUDGET

The project budget must be realistic and detailed. It must clearly outline the main components of the project.

When completing the budget:

1. Clearly state all proposed costs for your proposal in this table.
2. Include the breakdown of salaries and wages and itemised costing for major items of administration costs, equipment and/or materials for which you are seeking funding.
3. **If you are GST Registered the ACT Health Promotion Grants Program will add an additional 10% GST to the grant amount awarded.**

<b>ACT Health Promotion Grants Program Income</b>	
<b>2011</b>	
<b>\$9999</b>	
<b>ACT Health Promotion Grants Program Expenditure</b>	
<b>Use whole dollars only</b>	<b>Suggested Items (Itemise all expenditure in as much detail as possible)</b>
\$8899	Salaries and Wages (Please itemise) 12 hours per week @ \$18.54/hour x 40 weeks
\$800	Superannuation 9% of the above wages component
\$300	Materials (Please itemise) Preparation/printing of guidelines, operating policies and recipes
\$	Marketing
\$	Admin Costs (Please itemise)
\$	Equipment (Please itemise and attach quotes)
<b>\$9999</b>	<b>Total A</b>
<b>Other Funding Sources Income</b>	
<b>\$</b>	
<b>Other Funding Sources Expenditure</b>	
\$	
\$	
\$	
\$	
<b>\$</b>	<b>Total B</b>
<b>Grand Total Project Expenditure: \$9999 (total A + B)</b>	
(Must equal ACT Health Promotion Grants Program Expenditure and Other Funding Sources Expenditure)	

## PREVIOUS FUNDING DETAILS

Please complete if your organisation received funding from the ACT Health Promotion Grants Program in 2010 and/or 2010-11.

<b>Organisation:</b>	N/A	
<b>Project Title:</b>		
<b>Amount Funded:</b>	\$	
<b>Goal</b> (list the goal specified in your 2010 and/or 2010-11 Project Plan) <b>Objectives</b> (list the objectives specified in your Project Plan) <b>Steps/Strategies</b> (list the steps taken to achieve the goal)	<b>Outcomes</b> (list the outcomes achieved so far against the steps/strategies specified in your 2010 and/or 2010-11 project Plan)	
<p><b>Goal:</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Strategies:</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	

All projects finished before June 2010 must be acquitted and evaluated before an organisation is eligible to reapply for funding.



# DECLARATION

This section provides legal support for the application as coming from the whole organisation. It must be completed by the person in the organisation who has ultimate responsibility for the organisation e.g. the CEO or equivalent of an organisation or Principal of a school. If the person signing is currently acting in that position they must note that they are acting.

If you are auspiced by another organisation, you will need to obtain signatures from that agency.

If you are successful in gaining funding from the ACT Health Promotion Grants Program you need to recognise that there are certain expectations such as financial accountability, public liability insurance requirements and evaluation and monitoring requirements. This will be described in more detail in the letter of offer and Deed of Grant.

## Declaration by Principal/Chief Executive Officer or equivalent (of applicant OR of auspicing agency)

I (name) of **Giralang Primary School P&C Association Inc** (organisation) hereby apply for financial assistance under the Healthy Schools Healthy Children Funding Round for the purpose(s) as described in this application and any attachments.

All of the information provided in this application and any attachments is true and correct and any grant received will be used entirely for the purpose(s) for which it is approved.

I am aware that action may be taken to recover any grant payment made where information provided in this application is subsequently found to be false or misleading or where the grant received is not used entirely for the purpose(s) for which it is approved. I understand the ACT Health Promotion Grants Program may contact other government agencies in relation to this application.

X

Signature

X

Signature from Auspicing Agency (if applicable)

Printed Name

Printed Name

Organisation

Auspicing Agency (if applicable)

Position in organisation

Position in Auspicing Agency (if applicable)

Date:

Date:

## APPENDIX A: BUDGET TEMPLATES FOR MULTI-YEAR FUNDING

<b>ACT Health Promotion Grants Program Income</b>	
<b>2012</b>	
<b>\$N/A</b>	
<b>ACT Health Promotion Grants Program Expenditure 2012</b>	
<b>Use whole dollars only</b>	<i>Suggested Items (Itemise all expenditure in as much detail as possible)</i>
\$	Salaries and Wages (Please itemise)
\$	Superannuation (Please itemise)
\$	Materials (Please itemise)
\$	Evaluation Costs (If your project application is greater than \$50,000 must allocate 10% of the budget towards evaluation)
\$	Admin Costs (please specify) (Please itemise)
\$	Equipment (Please itemise and attach quotes)
<b>\$</b>	<b>Total A</b>
<b>Other Funding Sources Income 2012</b>	
<b>\$</b>	
<b>Other Funding Sources Expenditure 2012</b>	
\$	
\$	
\$	
\$	
<b>\$</b>	<b>Total B</b>
<b>Grand Total Project Expenditure: \$ (total A + B)</b>	
(Must equal ACT Health Promotion Grants Program Expenditure and Other Funding Sources Expenditure)	

<b>ACT Health Promotion Grants Program Income</b>	
<b>2013</b>	
<b>\$N/A</b>	
<b>ACT Health Promotion Grants Program Expenditure 2013</b>	
<b>Use whole dollars only</b>	<i>Suggested Items (Itemise all expenditure in as much detail as possible)</i>
\$	Salaries and Wages (Please itemise)
\$	Superannuation (Please itemise)
\$	Materials (Please itemise)
\$	Evaluation Costs (If your project application is greater than \$50,000 must allocate 10% of the budget towards evaluation)
\$	Admin Costs (Please itemise)
\$	Equipment (Please itemise and attach quotes)
<b>\$</b>	<b>Total A</b>
<b>Other Funding Sources Income 2013</b>	
<b>\$</b>	
<b>Other Funding Sources Expenditure 2013</b>	
\$	
\$	
\$	
\$	
<b>\$</b>	<b>Total B</b>
<b>Grand Total Project Expenditure: \$ (total A + B)</b>	
(Must equal ACT Health Promotion Grants Program Expenditure and Other Funding Sources Expenditure)	

<b>Application Checklist</b>	<b>Yes</b>	<b>No</b>	<b>Not applicable</b>
All questions on the application form have been answered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The budget has been completed according to the template provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We are an ACT Government or Catholic Systemic School/facility <b>OR</b> an incorporated/other legal status organisation so our application has been signed by the Principal/ CEO or equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We are auspiced so our application has been signed by the auspicing organisation's CEO or equivalent.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supporting material has been attached <ul style="list-style-type: none"> <li>• Letter(s) of support from schools</li> <li>• A copy of public liability insurance certificate or quote (N/A for ACT government schools or Catholic Systemic schools)</li> <li>• Equipment quotes</li> </ul>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
All supporting material is labelled with our details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have kept a copy of the application for our records.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have attached an electronic copy (in Word, <b>not pdf</b> ) of our application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our application is not bound, stapled OR doublesided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# APPLICATION PROCESS SURVEY

The ACT Health Promotion Grants Program makes every effort to make the application process simple, clear and easy to understand. Are we meeting or missing the mark? We would greatly appreciate your co-operation in completing this survey- anonymously- so we can make the process better for next year.

**Please answer honestly and do not identify yourself on this form. We encourage you to mail in this sheet separately from your application. The information you provide will not be used to assess your application in any way, but only to help us improve the process for next year.**

1. How did you find out about the 2011 Healthy Schools Healthy Children Funding Round?  
(Tick the main source of information)

- The Canberra Times
- The Chronicle
- Whole of Government message
- ACT Health Promotion Grants Program website
- Email from ACT Health Promotion Grants Program
- Email from Dept. of Education and Training
- CDNet email (Community Development Network)
- Other (please specify)

2. a) Are the guidelines and application form clear and easy to understand?

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly Disagree

b) Were any particular questions on the application form confusing or difficult to answer?

- Yes
- No

If Yes, please specify which question(s) (e.g., Question 10)  
Tell us what was difficult about the question(s):

3. Did you have difficulty accessing the guidelines or application form electronically?

- Yes
- No

4. Was the time frame of 7 weeks between the announcement of funding and application due date sufficient?

- Yes
- No If no, what time frame would you suggest? (please specify)

5. Was the timing of the round, with an opening date of 28 August, appropriate?

- Yes
- No If no, what opening date would you suggest? (please specify)

5. Please provide any general feedback on the Healthy Schools Healthy Children Funding Round application process.