



Healthy Schools Program

Guidelines



What is the Healthy Schools Program?

Our Healthy Schools Program offers grants ranging from \$3,000 to \$5,000 to public schools and its Parents and Citizens Associations (P&Cs) in Western Australia (WA). These grants support projects that promote the health and wellbeing of students and the school community through activities aligned to the **Health Promoting Schools Framework**.

Funding is available for projects that aim to:

- increase student health-related knowledge and skills
- positively influence health behaviour
- positively influence student health and wellbeing
- create environments that support good health by implementing school policies.

In 2025, the Healthy Schools Program will support projects that address at least one of **our priority areas**:



**Promote
healthy eating**



**Promote
active living**



**Promote
mental
wellbeing**



**Prevent and reduce use
of tobacco, e-cigarettes
and other novel tobacco
products**



**Prevent and
reduce use
of alcohol**

To learn how to implement a Healthy Schools project at your school, download the **Healthy Schools Program Toolkit**. The toolkit has information and resources to help you develop your school project that is aligned to the Health Promoting Schools Framework.

How to apply



1. Contact us on 133 777 to discuss your project prior to developing your request.



2. Ensure your school can meet the requirements for funding listed below.



3. If you have received Lotterywest or Healthway funding previously, make sure your organisation's details are up to date in the **Lotterywest Healthway Grants Portal** (portal). If you are applying for funding for the first time, please register your organisation and user details in the portal before applying.



4. Complete all sections of the Healthy Schools request in the **portal** and be prepared to attach supporting documentation. All sections of the request must be completed and submitted within the portal.



5. Prepare the supporting documents to submit with your request where appropriate, including:

- Project budget and documents that support you working in partnership, where appropriate.
- Co-supporters Declaration Form, if applicable, see page 6 for more information.
- Conditions of Funding document that has been signed by the person(s) legally able to enter contracts on behalf of the organisation, such as the principal or P&C President.
- Any other document to support your request e.g. letters of support.



6. Make sure all your information is accurate. If your request is supported for funding, your organisation will be required to submit an acquittal report based on the information you provide in your request.





7. Submit your request with all required attachments through the **portal** before **5pm, Thursday 3rd April 2025.**

Requirements for funding

General requirements:

- ✓ Projects should be based on best practice, innovative and co-designed with students where appropriate.
- ✓ Projects should use a combination of strategies aligned with a whole-school approach, and the Health Promoting Schools Framework.
- ✓ Appropriate partnerships should be formed to support delivery of projects.

Target area	Alignment criteria
 <p>Promote healthy eating</p>	<ul style="list-style-type: none">• Projects focussing on healthy eating are encouraged to sign up as a Crunch&Sip® school to access further support and educational resources.• FreshSNAP also provides support to schools who want to put good nutrition at the core of school culture and curriculum.
 <p>Promote active living</p>	<ul style="list-style-type: none">• Projects focusing on increasing physical activity are encouraged to register for KIDDO, who provide physical literacy and fundamental movement training and resources to WA schools.• Projects focussing on active travel are encouraged to explore the Department of Transport's Your Move program to discover healthier, more active ways to get around.



Promote mental wellbeing

- Projects addressing mental health are encouraged to sign up as an **Act Belong Commit** Mentally Healthy School.
- The Mental Health Commission has **Resources for Schools** that can help inform and support your mental wellbeing project.



Prevent and reduce use of tobacco, e-cigarettes and other novel tobacco products

- Projects that address vaping must align with and utilise the Department of Education's **Anti-Vaping Toolkit** and the Department of Health's campaign **Do You Know What You're Vaping?** The project team/school staff are also required to watch the Department of Education's **Addressing e-cigarettes and vaping in school communities** pre-recorded presentation (under 'Professional Learning') prior to starting the project.
- The **OurFutures Vaping Prevention Program** is also available for free for students in years 7-8.



Prevent and reduce use of alcohol

- Projects addressing alcohol harm prevention are encouraged to utilise the Department of Education's **School Drug Education and Road Aware** program.

Conditions of funding

Grant applicants are required to read and agree to our **Conditions of Funding**. This document must be signed and uploaded with your request for funding by the person(s) who can legally enter into a contract with us, such as the principal.

Promoting your project

Before arranging any media promotion of your project, you must contact our media team at media@healthway.wa.gov.au. Our media team will help you with your media statement and, if required, can supply you with a quote from Healthway.

In any social media promotion of your project, please tag Healthway in your post and use the following hashtags **#healthyschools #creatingahealthierWATOgether #HealthwayWA**.

Healthway's social accounts are as follows:

 @HealthwayWA  @healthway.wa  healthway-wa-health-promotion-foundation-/

Co-Supporters Policy

Schools or the P&C must comply with our **Co-Supporters Policy**.

Organisations may not be eligible to apply for funding if they receive funding from or have an association with an unhealthy brand or company (food, drinks, alcohol, tobacco or gambling). Please review our **Co-Supporters Policy** for more information. If you think this policy may be applicable to your school/P&C, please complete the **Co-Supporter Declaration Form**, which will need to be attached to your application.

Acquittal

At the conclusion of the funding, schools or P&C's will need to:

- ✓ Complete an online acquittal report via the **portal**.
- ✓ Provide photographs of activities associated with the project (if available).
- ✓ Provide a financial statement of expenditure signed by the Legal Signatory, as per the approved budget.

All acquittal reports must be completed in a timely manner to ensure your organisation will remain eligible for future funding rounds, as organisations with overdue acquittals may not be eligible for future Healthway funding.

Eligibility and funding guidance

The Healthy Schools Program is open to all public schools across WA and applications are encouraged from schools in rural and remote areas, and those with a high proportion of students from Aboriginal and Torres Strait Islander backgrounds, culturally and linguistically diverse communities and/or others experiencing disadvantage.

Applications from schools that have a high **SEIFA** (measure of socio-economic disadvantage) rating will be prioritised for funding. Applications may be submitted by the school, or the school's P&C. Schools that have received funding previously are eligible to apply, conditional on the previous project being acquitted. We will not accept requests for repeat funding of the same project.

The funding can be used for:

- Prizes or incentives for the students involved in the project activities.
- Administrative costs for classroom activities or publicity, e.g. photocopying.
- Contribution for up to two days of teacher relief to participate in the preparation and management of the project (up to \$1,000).
- Materials required to make promotional items, for example signs.
- Catering expenses (up to \$100).
- Equipment costs associated with project delivery (up to \$2,000).
- Engaging parents and the wider school community in supporting student health and wellbeing (up to \$1,000).

The funding cannot be used for:

- The purchase of existing programs or external presenters, unless the project demonstrates a whole-school approach including links to the classroom curriculum, school policy and broader school community involvement.
- Intrastate/interstate travel and camps or conferences.
- Catering and food for an ongoing activity, for example breakfast clubs.
- Capital works, equipment, fundraising, purchase of infrastructure or costs associated with running the school or office. This includes items such as vape detectors.
- School activities that form part of the core curriculum (refer to the **Educational Settings Policy**).
- Rewards, prizes or catering for events that includes **unhealthy food and drinks**. If you are unsure what qualifies as healthy, please refer to **FoodChecker - FreshSNAP** which is free for all government-funded schools. This tool allows you to check the traffic light categorisation of any food or drink item.
- The advancement or promotion of religion, religious outlook, or faith-based activities.
- Treatment/rehabilitation/counselling/therapy and direct health service delivery or the provision of food and welfare assistance.
- Projects that are not based on best practice in health promotion.

Request and assessment process

Applicants are required to complete a **Healthy Schools request form** using the instructions provided in the **portal**. All requests are assessed by Heathway and recommendations are approved by the Minister for Health; Mental Health. During the assessment process, we may liaise with other relevant stakeholders (including the partners you identify in your request), Lotterywest and other funding partners.

Requests will be assessed according to the following criteria:

- ✓ The project's ability to improve the health and wellbeing of the school community.
- ✓ How you engage the broader school community and parents.
- ✓ The partnerships you have established with health organisations, other local schools, or other organisations working in the school setting.
- ✓ The project can be run as a pilot, which can be used as a model in other schools.
- ✓ The project uses community-based approaches (rather than one-to-one interventions) which address our **priorities**.
- ✓ The project builds school environments that support change.
- ✓ The project is based on best practice and considers sustainability beyond the Heathway funding.
- ✓ The project demonstrates good value for money.

*Image opposite from Crunch & Sip®
Nutrition Education Project courtesy
Cancer Council WA.*





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