

# School Shade Grants Program

Application guidelines



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Available on the [Health](http://www.health.vic.gov.au) website < [www.health.vic.gov.au/school-shade-grants](http://www.health.vic.gov.au/school-shade-grants) >

# Message from the Minister for Health and the Minister for Education

Australia has the highest rates of skin cancer in the world.

In Victoria in 2014, 2,466 new cases of melanoma were diagnosed and tragically, 279 people died from the disease.

However, we know that skin cancer is one of the most preventable forms of cancer.

The Victorian Government is delivering on our election commitment to tackle skin cancer and keep our state sun smart.

This is why we are providing \$15 million to prevent skin cancer, including \$5 million for SunSmart education campaigns highlighting the dangers of sun exposure, and \$10 million to increase shading within the community, including Victorian Government schools.

Evidence shows us that childhood and adolescence are periods where exposure to

ultraviolet violet (UV) radiation is more likely to contribute to skin cancer later in life.

While limiting UV over-exposure at any age is effective at preventing skin cancer, instilling good sun protective habits at an early age and reducing childhood and adolescent over-exposure is a priority.

Shade is an effective strategy to protect our students from the sun and thereby reduce the likelihood of deadly skin cancer. The new School Shade Grants Program will increase the availability of shade within Victorian schools, providing students with essential protection from UV overexposure where it is most needed.

We look forward to working together with schools to provide a safer environment for our students while outdoors and promoting sun smart behaviours from an early age.



A handwritten signature in blue ink, reading "Jill Hennessy".

**Hon Jill Hennessy MP**  
Minister for Health



A handwritten signature in blue ink, reading "James Merlino".

**Hon James Merlino MP**  
Deputy Premier  
Minister for Education

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# Overview

The School Shade Grants Program (the program) is a Victorian Government initiative that provides grants for shade development in Victorian Government schools.

The program is administered by the Department of Health and Human Services (DHHS) in consultation with the Department of Education and Training (DET).

## Why is the Victorian Government funding these grants?

Skin cancer is one of the most common cancers in Victoria, yet it is also one of the most preventable. Two in three Australians are diagnosed with skin cancer by age 70 and in Victoria, it's estimated that 40,000 new cases of skin cancer are diagnosed every year.

The majority of skin cancers in Australia are caused by exposure to ultraviolet (UV) radiation from the sun.

Childhood and adolescence are critical periods during which exposure to UV radiation is more likely to contribute to skin cancer later in life. Schools play an important role in instilling effective sun protection behaviours from an early age.

Research indicates that shade is an effective sun protection strategy, particularly in secondary school settings where hat and sunscreen use may not be as prevalent as in primary schools.

The provision of well-planned and designed shade as a sun protection measure can reduce overall exposure to UV radiation by up to 75 per cent. Shade, when used in combination with other sun protection strategies including protective clothing, broad brimmed hats, sunglasses and SPF 30 (or higher) broad

spectrum, water resistant sunscreen, provides the best protection from harmful UV radiation.

## Funding availability

The program will have several grant rounds, with funding available until 2018/2019.

Schools may apply for one grant of up to \$25,000 (excluding GST). This may be applied over one or multiple campuses; however the total grant must not exceed \$25,000 per school.

## Co-contribution

Applicants are encouraged to financially co-contribute to the shade project. Successful applicants must ensure they are able to self-fund any associated costs not covered by the grant funding (specified on page 7).

## Eligibility

All Victorian Government schools are eligible to apply. This includes:

- government primary schools
- government secondary schools
- government primary/secondary schools
- government special schools
- government language schools.

Applicants will be required to provide their Victorian DET school number and campus number/s at the time of application to verify eligibility to apply for the grant.

School campuses must be located within Victoria.

Schools not eligible to apply include:

- non-government schools, including Catholic and independent schools
- home schools
- early childhood education and care services.

# What is funded by the grants?

Funding is provided to build new shade, repair existing built shade structures or create natural shade by planting trees. Schools may apply for a combination of built and natural shade.

## Built shade

The program will fund:

- permanent systems – a shade sail is considered permanent if it is built to last for at least 10 years
- adjustable / retractable systems
- tension membrane structures – often referred to as shade sails. They can be permanent or demountable off-the-shelf structures – (pre-made and ready for installation on any site)
- the repair of existing built shade facilities listed above
- site preparation, including clearing and demolition for the installation of physical shade structures
- construction and commissioning of physical shade structures (shade provided by shelters), including but not limited to shade sails (shade provided by membrane structures)

## Natural shade

The program will fund:

- trees with the purpose of providing shade
- cost of planting
- site preparation for planting.

## Compliance with regulation

Proposed shade solutions (including built and natural shade) must comply with the Building Code of Australia, any applicable Australian

Standards, the DET *Building Quality Standards Handbook 2014* (the Handbook) and the Infrastructure and Sustainability Division policies. Please visit the DET infrastructure Policy Portal on eduGate and refer to the following policies:

- *Built Shade Structure in Schools* and supporting documents
- *School Asset Drawings*
- *Student Resource Package Funding*
- *School Funded Facilities* \*
- *Build Quality Standards Handbook 2014* (The Handbook)

\*The *School Funded Facilities* policy requires schools to submit a business case to the DET during the planning stage of a proposed school funded facility and to seek its endorsement by the region's planning and provision manager and approval by DET's Infrastructure and Sustainability Division.

This requirement will be satisfied as part of the assessment of Expressions of Interest and schools are not required to approach the planning and provision manager and the DET's Infrastructure and Sustainability Division as part of their Expression of Interest preparation. This also includes the requirement for school councils to seek approval from the manager of the DET Implementation Unit for co-funded proposals that may exceed \$50,000.

The Handbook provides important information regarding planning and links to practical advice and further guidance on design and development. Applicants should read relevant sections, in particular chapters 10.5.5 prior to submitting their application.

# What is not funded by the grants?

Grants are not available for:

- retrospective assistance (shade projects already commenced or completed)
- staff salaries or training
- administration costs
- ongoing maintenance
- playground equipment, furniture
- infrastructure or plants with a purpose other than shade
- costs associated with gaining relevant permits and approvals
- costs associated with preparing the grant application, including consultation and undertaking shade assessments
- design costs
- branding costs
- cosmetic upgrades
- insurance
- structures including:
  - portable shade (for example, tents and marquees)
  - umbrellas (unless they are an engineered design, such as permanent cantilever umbrellas)
  - tables, chairs and other furniture underneath shade
- plants that are:
  - not specifically for shade (for example, landscaping, screening hedges)
  - for 'kitchen gardens' or vegetable patches.



# Application process

The online application process involves two stages:

1. Expression of Interest
2. Stage 2 application (shortlisted applicants only)

## Stage 1: Expression of Interest

Eligible applicants are invited to submit an Expression of Interest for a grant.

The Expression of Interest process is designed to identify high priority projects that align with the program's objectives and assessment criteria, before requesting a detailed full application.

The Expression of Interest form requires applicants to provide:

- evidence of eligibility to apply for the grant
- a brief description as to why the grant is required\*
- a brief description of the proposed shade solution
- **indicative** value of the grant sought
- a brief description of the co-contribution arrangements (if applicable)
- **indicative** project commencement and completion dates
- a letter of support from the School Council
- a letter of support from the School Principal
- the school's UV or sun protection policy (if in existence)\*\*.

\* Applicants may wish to use a shade assessment tool to determine the shade needs of the site, for example, the [SunSmart Shade Audit Tool](http://www.sunsmart.com.au/shade-audit/) <[www.sunsmart.com.au/shade-audit/](http://www.sunsmart.com.au/shade-audit/)> However this is not a requirement.

\*\* Applicants are not required to have a UV or sun protection policy in place at the time of application. Successful applicants that do not have a UV or sun protection policy will be required to submit a draft policy at the time of acquittal. Shade is just one strategy to protect against UV over-exposure and prevent skin cancer. The program aims to influence broader

sun protection practices as well as increasing shade provision.

The Expression of Interest form can be accessed as follows: <[www.health.vic.gov.au/school-shade-grants](http://www.health.vic.gov.au/school-shade-grants)>

## Assessment and shortlisting

Expression of Interest will be assessed against the following criteria:

- eligibility to apply
- evidence of whole-of-school support
- demonstrated need for shade
- suitability of the proposed shade solution
- demonstrated capacity to complete the project within 12 months of receiving grant funds
- commitment to promoting and enforcing sun protective behaviours

Expressions of Interest will be shortlisted based on the following priority factors:

- levels of disadvantage and vulnerable populations
- rural and outer regional schools
- melanoma incidence and mortality rates by local government area
- previous funding (whether the applicant has recently received other funding for the development of shade)

The distribution of shortlisted projects across local government areas and different regions of the state may also be taken into consideration in the shortlisting process.

The Expression of Interest does not require the submission of detailed plans and costings.

Expressions of Interest must be submitted online by **5.00pm Thursday 24 March 2016**. Late submissions will not be accepted.

DHHS may seek clarification about an Expression of Interest or ask applicants to provide further information.



## Stage 2: Shortlisted applications

Shortlisted applicants that submitted Expressions of Interest may be invited to submit a full application. Applicants that complete a full application will need to meet certain requirements based on the detailed project information provided. Applicants will be required to submit a quotation for the proposed works that complies with DET's procurement guidelines and submit shade projection diagrams to ensure shade structures cast shade where and when it is most needed. Further details of these requirements and the assessment criteria will be provided to applicants upon invitation to submit a full application.

Shortlisted applicants that submit a full application will be required to provide further information regarding the design of the proposed shade solution, details of the project, and submit further supporting documentation. If applicants are applying over multiple campuses, these details will need to be provided separately for each campus site.

## Key dates

<b>Expressions of Interest open</b>	9.00am AEST, 25 February 2016
<b>Expressions of Interest closes</b>	5.00pm AEST, 24 March 2016
<b>Expression of Interest outcome notifications</b>	From 11 April 2016
<b>Stage 2 applications open</b>	April 2016
<b>Stage 2 application close</b>	May 2016
<b>Stage 2 application outcome notifications</b>	From May 2016
<b>Grant payments</b>	From June 2016

# Funding and payments

All successful grant recipients must enter into a funding agreement with DHHS to receive the grant.

DHHS will advise successful applicants on how to enter into a funding agreement to progress payment during the grant outcome notification process.

Grants will be paid in full upfront, however DHHS reserves the right to recall funds where projects significantly diverge from the application, where reporting and acquittal obligations are not met, or in other exceptional circumstances.

## Reporting and acquittal

Successful applicants will be required to submit an acquittal and evaluation form. Details of the acquittal process will be provided to successful applicants.

## Project completion timeframe

Funded projects are expected to be completed within 12 months of funds being received (unless otherwise agreed with DHHS for projects of greater scope and complexity).

## Other information

### Announcement and acknowledgment

The Minister for Health, or a nominated representative, will announce the successful grant applicants. All communications in relation to projects funded with a grant must adequately cite the Victorian Government contribution.

Grant recipients must inform DHHS of upcoming completed projects and provide an opportunity for the Minister for Health or a nominated representative to launch the project.

### SunSmart Program

The SunSmart program is world-renowned, leading the way in promoting a balance between the benefits and harms of UV.

All Victorian primary schools and special education schools are eligible to apply for SunSmart membership. To join the program, renew your membership, or view supporting resources such as sample UV and sun protection policies, visit the SunSmart Program [www.sunsmart.com.au/](http://www.sunsmart.com.au/)

SunSmart also supports P-12 and secondary schools with an extensive suite of secondary

school curriculum resources, along with the development of UV or sun protection policies. P-12 schools and secondary schools are encouraged to utilise these resources.

### Contact us

For more information on the School Shade Grants Program, visit the School Shade Grants Program website DHHS on 1300 547 596.

Additionally, enquiries can be forwarded to: [shade.grants@dhhs.vic.gov.au](mailto:shade.grants@dhhs.vic.gov.au)

