

Active Minds, Active Bodies Program Initiative 2025 – Allied Health Led Community Activation

Grant Applications Guidelines

Western NSW Primary Health Network (WNSW PHN)

Acknowledgement of Country

Western NSW Primary Health Network (WNSW PHN) respectfully acknowledges First Nations people as the Traditional Custodians of the nations and countries on which we work, and commit to building relationships, respect and opportunities with all First Nations Peoples in our region. We pay respect to Elders past and present and extend recognition to all First Nations people reading this message. We respectfully acknowledge the following nations:

Wiradjuri

Gamilaraay / Gamilaroi / Kamilaroi

Wailwun

Wongaibon

Ngemba / Nyemba / Ngiyampaa

Murrawarri

Barkindji

Barindji

Barundji

Nyirra

Karenggapa

Wadigali

Wilyakali / Wiljali

Wandjiwalgu

Danggali

Muthi-Muthi

Kureinji

Gunu

Barranbinya

Bandjigali

Malyangaba

Dadi Dadi

We acknowledge Elders who are the knowledge holders, teachers and pioneers, the youth who are the hope for a brighter future and who will be the future leaders. We acknowledge and pay our respect to First Nations people who have gone before us and recognise their contribution to First Nations people and community.

WNSW PHN's Commitment to Reconciliation

WNSW PHN is committed to reconciliation and demonstrates its commitment by building meaningful, sustainable initiatives in partnership with First Nations communities that close the gap and achieve equitable health outcomes First Nations people. WNSW PHN is committed to leading this journey through its Innovate Reconciliation Action Plan (RAP), which is built on respect, relationships and opportunities. This reconciliation journey is grounded in truth telling, listening, learning, and partnering with First Nations communities.

You can find out more about WNSW PHN's commitment to reconciliation in its Innovate RAP [HERE](#).

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1. About the Western NSW Primary Health Network

The **Western NSW Primary Health Network (WNSW PHN)**, is one of 31 Primary Health Networks across Australia, established to support frontline health services and increase the efficiency and effectiveness of primary health care. Our focus is people who are at risk of poor health outcomes and working to improve the coordination of their care, so they receive the right care in the right place at the right time. We work closely with key stakeholders including general practice, other health care providers, Local Health Districts, hospitals and the broader community to align services with the health needs of the region.

WNSW PHN is a not-for-profit organisation primarily funded by the Australian Government.

WNSW PHN covers both Far West and Western NSW Local Health Districts across a total area of 433,379 square kilometres, making it the largest PHN in NSW (at 53.5%). The total population is estimated to be over 312,000 people, with 20.3% over the age of 65 years. Approximately 11.36% of people in the WNSW PHN region identify as First Nations (ABS, 2021).

The geographic region covered by WNSW PHN is captured in Figure 1 below. You can also check to see if you fall within the WNSW PHN region, using the PHN Location Map found [HERE](#).

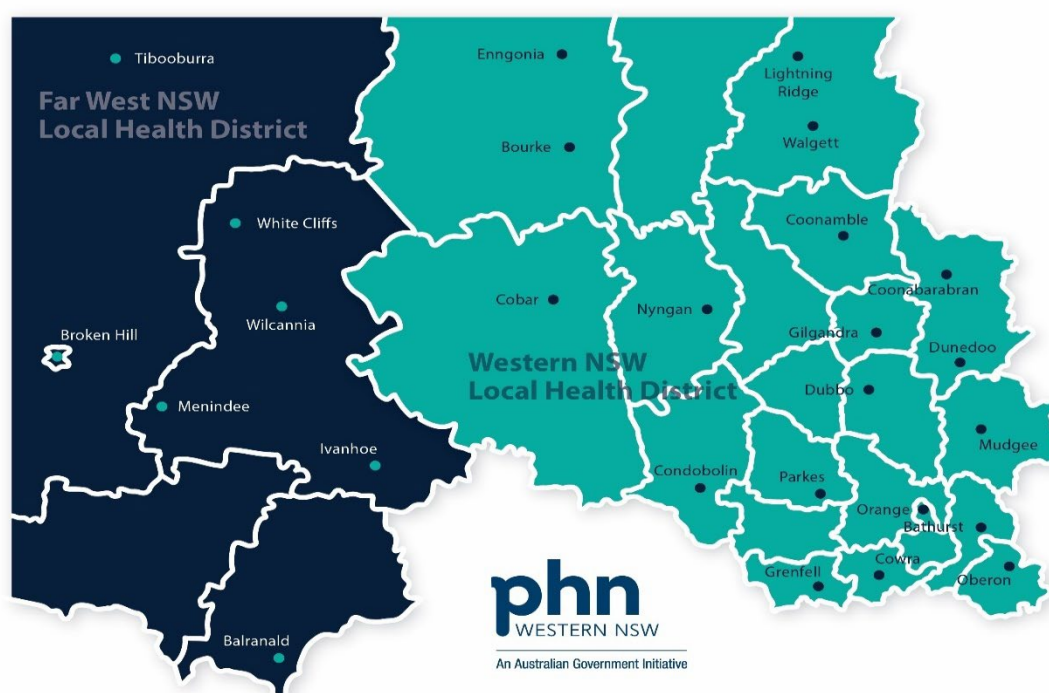


FIGURE 1 - WNSW PHN GEOGRAPHICAL FOOTPRINT

2. Active Minds, Active Bodies Program Initiative

WNSW PHN is supporting the rollout of the Active Minds, Active Bodies program across Western and Far West NSW to promote inclusive, meaningful, and sustainable physical and social activities for older Australians. This initiative aims to foster community connection, improve health literacy, and encourage active ageing through locally responsive and culturally appropriate engagement. The program is designed to support older people, including those from Aboriginal communities, culturally and linguistically diverse backgrounds, LGBTQI+ communities, and individuals with mobility challenges—by offering opportunities to participate in activities that enhance physical wellbeing, mental health, and social inclusion. WNSW PHN is committed to working in partnership with allied health professionals, Aboriginal Controlled Health Organisations and General Practices to co-design and deliver activities that reflect local strengths, priorities, and cultural practices.

3. Key Program Details: Allied Health Led Community Activation

Initiatives We're Looking to Fund

Applications are invited from interested and eligible organisations to conduct activities based on the program scope and objectives. Considering your organisation's nature, context, capabilities, and interests, please propose activity/activities that align with these objectives and submit a proposal reflecting the goals of this initiative.

Activities supported through the Active Minds, Active Bodies program must align with Western NSW PHN's commitment to enhancing health and wellbeing outcomes for older Australians, particularly through inclusive, meaningful, and sustainable physical and social engagement. All funded initiatives should be co-designed and delivered in partnership with local communities to ensure cultural safety, relevance, and long-term impact. Activities should respond to the diverse needs of older people, including Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse groups, LGBTQI+ individuals, and those with mobility challenges, while fostering active ageing, social connection, and improved health literacy.

Allied Health-Led Community Activation

Proposals are invited from Allied Health providers to lead community activation initiatives that promote physical and social engagement among older people. Activities should be developed in consultation with local communities and may include initiatives such as walking groups or other health-focused gatherings covering 6 months period.

Key Responsibilities:

- Engage with local communities to identify suitable activities.
- Identify and support local champions or group leaders.
- Conduct scoping and risk assessments for proposed activities.
- Ensure activities are listed on the Commonwealth-funded <https://www.liveup.org.au>.

Deliverables:

- Community engagement plan
- Risk assessment and activity proposal
- Recommendations for activity listings on the LiveUp Directory

4. Grant Funding Details

Funding Allocation:

\$ 5,000 per eligible organisation (excl GST).

Funds can be used for

- Implementation of proposed activities to achieve the intended outcomes. (Venue Hire, Catering, Educational Resources, Workshop Supplies, Engagement Incentives and Administration & Reporting)
- Purchase of resources (up to \$1,500 per item with a total cap of \$2,500)
- Travel expenses for delivery of activities

Funds cannot be used for

- Costs related to personal travel or accommodation.
- Purchase of equipment (Equipment's directly related to activity will be allowed, subject to approval of evaluation team)
- The preparation of Proposal application.

Grant Timeline

Grant Applications Open:	17 November 2025
Grant Applications Close:	12 December 2025
Grants Awarded:	02 January 2026

5. Eligibility Criteria

To be eligible for funding, applicants must:

- Be able to demonstrate relevant experience in delivering health and wellbeing programs for older people
- Be located within the Western NSW PHN region
- Have a valid ABN and be an organisation of one of the following:
 - An Allied Health Provider (AHPRA Registered).
 - An exercise physiologist or personal trainer holding current membership with Exercise & Sports Science Australia (ESSA), AUSactive, or the Health and Fitness Association of Australia (HAFAA). A General Practice
 - An Aboriginal Community Controlled Health Organisation (ACCHO)
- Hold Professional Indemnity and Public Liability Insurance for the duration of the proposed activities (minimum \$10 million coverage).
-
- Be able to deliver the proposed within 6 months period.

Note: Applicants must demonstrate a commitment to cultural safety, inclusivity, and community engagement. Partnerships with diverse community groups are strongly encouraged.

6. Deliverables

In addition to the specific deliverables outlined under **Section 3: Key Details**, all funded activities under the *Active Minds, Active Bodies* program are expected to deliver and report on the following:

Activity Deliverables

- Delivery of physical and social engagement activities that promote health and wellbeing among older people, as proposed and agreed upon in the Grant Agreement.
- Activities must align with Western NSW PHN's priorities, particularly in promoting active ageing and supporting the prevention and management of chronic conditions.
- Engagement of local communities in the design and delivery of inclusive, culturally safe, and sustainable initiatives.
- Evidence of participation, impact, and community feedback, including strengthened connections to appropriate health and wellbeing services.
- Regular reporting on progress, outcomes, and learnings, including participant engagement and program reach.
- Contribution to the evaluation of the program through data collection, feedback mechanisms, and final outcome summaries.

Reporting Requirements

1. Evidence of appropriate insurance coverage.
2. Progress Reporting:
 - Mid-activity progress report (due 15 working days after the end of the first 3 months of the activity)
 - End-of-activity report (due 15 days after the completion of the activity period)
3. Unaudited financial Expenditure report (upon completion of the program).

Each organisation must submit all reports using the Folio Contract Management System. These reports will help monitor progress, ensure alignment with Western NSW PHN priorities, and capture community impact. Support for using the Folio contract system will be provided if required.

7. Grant Conditions

1. WNSW PHN reserves the right to award all, part, or none of the Funding.
2. Successful applicants will be required to enter into an Agreement with WNSW PHN.
3. Applicants must disclose potential or perceived conflicts of interest.
4. Breaches of terms may result in funding recovery.
5. Successful Programs may be publicly listed on the WNSW PHN website.
6. Applicant must ensure compliance with working with children checks.
7. Applicant must have all promotional material approved by WNSWPHN and acknowledge WNSW PHN in promotions.

8. Assessment Criteria

Applications will be evaluated based on:

- Submission of fully completed application.
- Meeting the eligibility criteria outlined in Section 5.
- Evaluation Criteria below:

Applications will be assessed against the following criteria to ensure alignment with the objectives of the Active Minds, Active Bodies program. Each criterion will be scored according to its assigned weight, with a total possible score of 100 points.

Evaluation Criteria	Description	Weight %
Alignment with Program Objectives	The proposed activity clearly promotes physical and social engagement among older people and aligns with the goals of active ageing, inclusion, and chronic disease prevention.	20
Community Engagement and Inclusivity	Demonstrates meaningful engagement with local communities and outlines strategies to include older people with mobility challenges, First Nations people, CALD groups, and LGBTQI+ communities.	20
Feasibility and Planning	Provides a clear, realistic, and well-structured plan for implementation, including timelines, risk management, and resource allocation.	20
Capacity and Experience	Applicant demonstrates relevant experience and capability to deliver the proposed activities, including qualifications and past community involvement.	10
Sustainability and Impact	Outlines how the activity will be self-sustaining and describes expected outcomes, community benefits, and long-term impact.	20
Monitoring and Evaluation	Includes a strategy for tracking participation, collecting feedback, and reporting outcomes to Western NSW PHN, including commitment to data submission.	10

9. Program Application

To apply for Grant funding:

1. Review and accept all conditions.
2. Submit application on or before 12 December 2025 9.00AM.
3. Complete the Application Form: [HERE](#) or use the QR Code:



10. Further Information

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