

## **Active Minds, Active Bodies Program Initiative 2025 Community-Led Activity Grants**

### **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](#).

## Table of Contents

### Contents

<b>1. About the Western NSW Primary Health Network</b> .....	1
<b>2. Active Minds, Active Bodies Program Initiative</b> .....	2
<b>3. Key Program Details: Community-Led Activity</b> .....	2
<b>4. Grant Funding Details</b> .....	3
<b>5. Eligibility Criteria</b> .....	3
<b>6. Deliverables</b> .....	4
<b>7. Grant Conditions</b> .....	5
<b>8. Assessment Criteria</b> .....	5
<b>9. Program Application</b> .....	5
<b>10. Further Information</b> .....	5

## 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%). (<https://wnswphn.org.au/about-us/understanding-our-region/>) 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](#).

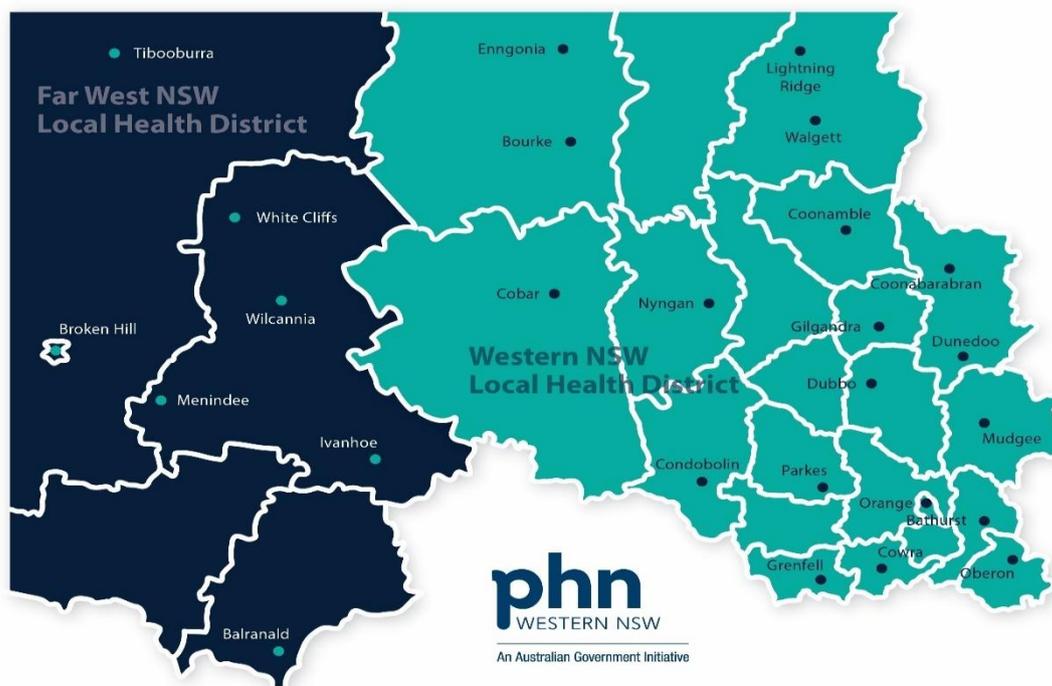


FIGURE 1 - WNSW PHN GEOGRAPHICAL FOOTPRINT

## 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 new inclusive, meaningful, and sustainable physical and social activities for older Australians in our priority areas which include: Far West LGA's (Unincorporated NSW, Broken Hill, Central Darling, Balranald, Wentworth), Orana LGA's (Lachlan, Cobar, Brewarrina, Coonamble, Walgett, Bogan, Warren, Bourke, Gilgandra Narromine and Warrumbungle Shire) Other areas will be considered if there are not sufficient successful applications from the priority areas. This initiative aims to foster community connection and encourage active ageing through locally responsive and culturally appropriate engagement. The program is designed to support older people living in community - 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 and social inclusion. WNSW PHN is committed to working in partnership with community-based organisations, Councils, health professionals, or Aboriginal Controlled Health Organisations who propose and deliver activities that reflect local strengths, priorities, and cultural practice.

## 3. Key Program Details: Community-Led Activity

### Initiatives We're Looking to Fund

Applications are invited from interested eligible organisations to establish new community self-sustaining 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 Community-Led activity Grant 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 proposed 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 the challenge of chronic conditions, while fostering active ageing, and social connection.

### Community-Led Activity Grants

We invite eligible organisation such as community groups, clubs, local councils, and Aboriginal Controlled Health Organisations to apply for grants of up to \$5,000 to establish and initiate new local activities for older people.

This funding is intended solely for start-up purposes for activities that can be self-sustaining as there is no ongoing funding available.

### Activities May Include:

- Community-led and designed to be self-sustaining
- Inclusive and accessible to all participants

- Examples may include: sporting groups, fishing clubs, establishment of community hubs, gardening, arts, restoration groups (cars, tractors, bicycles), and cultural activities.

#### **Deliverables:**

- Detailed activity plan and budget
- Sustainability plan outlining how the activity will continue beyond initial funding
- Final report and outcomes summary

## **4. Grant Funding Details**

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

#### **Funds can be used for new sustainable activities which may require:**

- Equipment or resources for ongoing use for the proposed activities (up to \$1,500 per item with a total cap of \$2,500)
- Implementation costs of the proposed activities (ie activity launch, local marketing and printing costs, hard copy resources, workshop supplies)
- Travel expenses for implementation of activities

#### **Funds cannot be used for**

- Costs related to personal travel or accommodation.
- Purchase of equipment not related to activity.
- The preparation of grant application.

#### **Grant Timeline**

Grant Applications Open:	23 February 2026
Grant Community Briefing (Webinar)	12 March 2026
Grant Applications Close:	23 March 2026
Grants Awarded:	14 April 2026
Activity completion	31 October 2026
Submission of final report:	15 November 2026

## **5. Eligibility Criteria**

To be eligible for funding, applicants must be:

- Able to demonstrate relevant experience in delivering community programs and activities for older people
- Located within the Western NSW PHN region and our priority areas
  1. Far West LGA's -Unincorporated NSW, Broken Hill, Central Darling, Balranald, Wentworth,
  2. Orana LGA's - Lachlan, Cobar, Brewarrina, Coonamble, Walgett, Bogan, Warren, Bourke, Gilgandra Narromine and Warrumbungle Shire,
- Have a valid ABN and be an organisation of one of the following: Community based organisations ie Neighbourhood centre/hub, Lions, Rotary, Country Women's Association (CWA), Men's Shed, Local Councils, Primary health care practitioners, An Aboriginal Community Controlled Health Organisation (ACCHO), etc.

- Unincorporated organisations, or groups that do not hold an active Australian Business Number (ABN), may apply for funding under an auspice arrangement. In this arrangement, an eligible incorporated organisation agrees to act as the auspice body and will be responsible for receiving, administering and acquitting the grant funding on behalf of the applicant.
- Hold Public Liability Insurance for the duration of the proposed activities (minimum \$10 million coverage).
- Professional Indemnity (if relevant) and
- Be able to deliver the proposed activities within 6 months.

*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 report and deliver the following:

### Activity Deliverables

- Delivery of physical, social engagement and education activities that promote health and wellbeing among older people, as proposed and agreed upon in the Funding Agreement.
- Activities must align with Western NSW PHN's priorities, particularly in promoting active ageing, social inclusion and be inclusive in supporting people with chronic conditions ([The Top 10 Most Common Chronic Diseases for Older Adults](#)).
- 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.
- Reporting on progress, outcomes, and learnings, including participant engagement, participant learning outcomes 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:
  - The first quarterly report is due within 15 business days following the completion of the first three months of the activity
  - End-of-activity report (due 15 days after the completion of the activity period)
  - End of activity participant outcome survey (WNSW PHN can supply survey doc or link).
3. Unaudited financial Expenditure report (upon completion of the program).

Organisations are requested to submit all reports to the Project Lead via by WNSW PHN Contract Management system (Folio) by due dates specified above.

## 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	Weight %
Alignment with Program Objectives	10
Community Engagement and Inclusivity	20
Feasibility and Planning	20
Capacity and Experience	10
Sustainability and Impact	20
Monitoring and Evaluation	20

## 9. Program Application

To apply for Grant funding:

1. Review and accept all conditions.
2. Submit application on or before 23 March 2026 9.00AM.
3. Complete the Application Form: [HERE](#) or use the QR Code below:



### 9.1 Grant Community Briefing (Webinar)

The Grant Community Briefing webinar will provide an overview of the program, including eligibility, priority activities for funding, application requirements, and key dates. The webinar will be held on Thursday, 12 March, 2026 from 1:00 PM to 2:00 PM. Interested applicants can register [HERE](#).

## 10. Further Information

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