**COVID-19 and the Prevention and Control of** 

**Non-Communicable Diseases (NCDs)**

**Competitive Grants Round**

**July 2020**

**Funding Guidelines**

**Introduction**

As of late-June 2020, Tonga currently remains free from COVID-19 infections. As a result, restrictions on the gathering and movement of people due to COVID-19 risks, introduced in April 2020, have been reduced. However, once Tonga’s borders open to international travellers, the risk of COVID-19 transmission will increase. This means there is a very real possibility that those restrictions may have to be re-introduced, including community lockdowns, possibly for an extended period of time.

COVID-19 restrictions present some unique challenges for the prevention and control of Non-Communicable Diseases (NCDs). TongaHealth, through this grant round, is seeking to support organisations to deliver projects to assist the Tongan community prepare for, and adapt to, the impacts COVID-19 restrictions may have on the risk factors for NCDs. This grant round is supported by the Australian Government Department of Foreign Affairs and Trade (DFAT).

**Background**

Health impacts on people living with NCDS

Older people and people living with NCDs, such as: Diabetes, heart disease and lung conditions, are at significantly greater risk of developing more severe symptoms of COVID-19 and of dying from the disease. During this COVID-19 pandemic, it is very important that all people, especially those living with NCDs, their families and carers must follow government advice on hygiene and physical distancing and continue to live healthy lives, and to seek support and advice from their health practitioners during any COVID-19 related restrictions or lockdowns.

NCD risk factors of COVID-19 restrictions

Ongoing restrictions on the gathering and movement of people may impact on:

* Food security through restricting the production, supply and access to fresh healthy food
* The community becoming more reliant on unhealthy processed foods
* Reduced access to physical activity, due to restrictions on sports, work and social gatherings
* Increased consumption of alcohol, due to the stress and anxiety of long-term restrictions and lockdowns
* Increased tobacco consumption, due the stress and anxiety of long-term restrictions and lockdowns

**Grant Priority Groups:**

COVID-19 restrictions affect some communities more than others, resulting in some groups being more vulnerable to their impacts on NCD risk factors.

All projects must work with one or more of these priority groups:

* People living with NCDs and their families
* Older people and their families
* People living with disabilities
* Women
* Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ) communities
* Families on low incomes
* Young people
* People living in remote settings such as the Outer Islands.

**Grant Value:** TongaHealth will fund projects that are between $2,500TOP and $15,000TOP.

**Grant Duration:** 8 months from September 2020 – April 2021

**Project Goal**:

To assist the Tongan community to prepare for, and adapt to, the impacts of COVID-19 restrictions on the risk factors for NCDs.

**Project Objectives:**

Grant proposals for projects must address one or more of the following project objectives. They include:

Supporting people living with NCDs, their families and carers to:

* Follow government advice on appropriate COVID-19 hygiene and social distancing
* Continue to live healthy lives, and
* Continue to seek support and advice from their health providers during any COVID-19 related restrictions or lockdowns.

Prevention of NCDs during COViD-19 restrictions through supporting the wider Tongan community to continue:

* Ongoing production, supply and access to fresh healthy food
* Ongoing access to physical activity
* A reduction in the consumption of alcohol
* A reduction in tobacco consumption and support for tobacco control.

**Some suggested project ideas are below, however you are also encouraged to come up with your own project ideas if you wish.**

* Community awareness program about the impacts of COVID-19 restrictions on the risk factors for NCDs
* Hand hygiene and physical distancing awareness program for people living with NCDs
* Programs to support people living with NCDs to live healthy lives and continue to visit their health carers
* Food security projects such as supporting home and community gardens, especially the re-growing methods of vegetables/fruit trees after harvest
* Exercise from home programs
* Alcohol and tobacco prevention programs for young people
* Media based (radio, tv and social media) exercise and NCD awareness programs

**Who should apply:** Organisations with the ability to successfully plan and deliver a project to meet the health needs of one or more priority groups. Applications will be accepted from:

* Government ministries
* Incorporated non-government organisations that have operated for at least two years.

*Individuals are not eligible to apply.*

**Grant Timelines**

|  |  |
| --- | --- |
| Applications open | 1st July 2020 |
| Applications close | 31st July 2020 |
| TongaHealth team assess applications and make recommendations to the Sub-Committee | Early August 2020 |
| Sub-Committee review applications, notify & finalize project paperwork with successful applicants | Mid August 2020 |
| Applications noted & receive final approval from the Board then notify and finalize project paperwork with successful applicants | Late August 2020 |
| Grant agreement signed and funds disbursed | Late August - Early Sept 2020 |
| All Project must end | Before 30 April 2021 |
| All Project reporting completed and submitted to TongaHealth | 31 May 2021 |

**Selection Criteria**

Grants will be assessed on how well you meet the following selection criteria:

* Ability of the grant proposal to meet the project goal outlined in the funding guidelines
* Targeted towards one or more of the priority groups outlined in the funding guidelines
* Addresses one or more of the project objectives outlined in the funding guidelines
* Identifies a significant health need, and provides evidence of this need
* Activities are likely to be effective and meet the health need
* Organisation has the capacity to do the work as described
* Activities or outcomes are likely to last beyond the life of the funding (i.e be sustainable).

**WHAT WE WILL NOT FUND**

* Costs associated with running an organisation
* Fundraising
* Overseas travel for conferences, workshops, forums etc.
* Activities that promote a political organisation or perspective
* Food or beverages that do not comply with the objectives of TongaHealth
* Any activities that are not related to NCD-related health promotion or creating more supportive environments for healthy lifestyles

***Please Note:*** *There is a limit of $3,000TOP that can be spent on assets for each grant proposal. There must also be a clear explanation of the need for any assets being purchased.*

**CO-SPONSORSHIP**

Applicants must inform TongaHealth of any potential or agreed co-sponsors and declare all details of any other co-sponsors or partners-sponsors that must comply with the mission and objectives of TongaHealth as above. TongaHealth reserves the right to assess any reputational risk to TongaHealth posed by a potential or existing co-sponsor and reserves the right to withhold or withdraw funding.

**How to apply**

1. Plan your project to address the needs of one or more priority groups.
2. Contact the TongaHealth Program Team with any questions.
3. Complete the application form (see below).
4. Get letters of support from your organisation’s or department’s senior executive (CEO/Director), as well as from any partners that play a significant role in your project.
5. Submit the completed application to TongaHealth before 31 July 2020 (contact details below).
6. No late applications or changes will be accepted after the closing date of 31 July 2020.

**Next steps for successful applicants**

Before a grant agreement can be signed and funding disbursed, successful applicants will need to work with the TongaHealth Programs Team to develop full project documents including:

* Project plan and timeline
* Project logic
* Monitoring and evaluation framework

**Contact Us :** If you have any questions please contact the TongaHealth Program Team:

Phone: +676 25721 or Email: [program@tongahealth.org.to](mailto:program@tongahealth.org.to)

Address: Vaiola Hospital, Taufa'ahau Rd, Tofoa, Nuku’alofa, Tonga

**COVID-19 and the Prevention and Control of NCDs**

**Competitive Grants July 2020**

**Application Form**

|  |  |
| --- | --- |
| 1. **Applicant contact details** | |
| 1. Organisation applying for grant |  |
| 1. Name of Contact Person/applicant |  |
| 1. Position/role of contact person |  |
| 1. Address |  |
| 1. Telephone |  |
| 1. Email &   Organization Facebook page  *(if your organization have Facebook page)* |  |
| 1. Type of organisation | Incorporated non-government organisation  *How many years have you been operating?* \_\_\_\_\_\_\_\_ *(Please also provide copy of Certificate of incorporation)*    Government ministry |
| 1. Description of Organisation   *Tell us about your organisation. Why do you want to do this work?* |  |
| 1. **Project Details** | |
| 1. **What priority group(s) does this project work with?**   *Tick all that apply. You will need to explain how your project meets the needs of this group(s).* | People living with NCDs, their families and carers  Older people and their carers  People living with disabilities  Women  LGBTIQ communities  Families on low incomes.  Young people  Outer islands |
| 1. **Name of project**   *This should be short and describe the work you want to do* |  |
| 1. **Target Areas/Locations**   *The communities or villages that the project will be implemented in (and the island!)* |  |
| 1. **Proposed start date and duration**   *All funding must be spent before 30th of April 2021 and all project reporting is due before 31st of May 2021.* |  |
| 1. **Total amount requested (TOP)**   *Between $2,500 – $15,00O* |  |
| 1. **Will this project receive funding from other sources?**   *Please list funding sources and amounts* |  |
| 1. **Background**   *Describe the problem that the project is trying to address, using evidence to support your points.*   * *What is the problem?* * *Why is it important to address this problem?* * *What are the underlying issues that cause the problem?* * *How is this program going to address these underlying issues in the context of COVID-19?* |  |
| 1. **Project Goal**   *The goal should describe the long-term change or the ultimate outcomes that your project will contribute to, for example a sustainable change of state, condition, or wellbeing of the beneficiaries. It should be one sentence only.* |  |
| 1. **Project Objectives**   *Each project should have two or three main objectives. Objective statements should be one sentence each.*  *The objectives should describe the immediate and intermediate changes that the project will contribute to. These could include changes in*   * *the capacity of beneficiaries (e.g. change in knowledge, skills, attitude, access, awareness, consensus etc.)* * *the behaviour, practice or performance of beneficiaries, effectiveness, efficiency* |  |
| 1. **Project Key Activities**   *What activities will you do to achieve your objectives and then your goal?*  *Activities should be designed to meet the specific needs of your priority group.* |  |
| 1. **Project Partners**   *List any other organizations you will work with during this project, and what their role will be.*  *Project partners that play a significant role should provide a letter of support.* | |  |  | | --- | --- | | **Partners** | **Role** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| 1. **Gender, Equity and Social Inclusion**   *Please outline how this project/activity will be inclusive of women, LGBTIQ communities, people living with a disability and people living in remote areas.*  *Describe how your project addresses the different needs that these groups have.* | |  |  |  | | --- | --- | --- | | **Groups** | **How the project will be inclusive of these groups** | **Approximately how many people will be attending your activities?** | | **Women** |  |  | | **LGBTIQ Communities** |  |  | | **People living with a disability** |  |  | | **People living in remote areas** |  |  | |
| 1. **Sustainability**   *Briefly describe how the project activities (or their effects) will last beyond the project (after the TongaHealth funding ends)?* |  |
| 1. **Risk Assessment**   *Please outline the risks associated with this project and a risk management plan for each of these risks* | |  |  | | --- | --- | | **Risks** | **Risk Management Plan** | |  |  | |  |  | |  |  | | ***(add more rows below if required)*** |  | |
| 1. **Project team**   *For each person working on the project, provide their name, their role within the organization, and a brief description of their relevant skills and expertise.* | |  |  |  | | --- | --- | --- | | **Name** | **Role** | **Skills/Expertise** | |  |  |  | |  |  |  | | ***(add more rows below if required)*** |  |  | |
| 1. **Other requirements**   *If you don’t include each of these, your application will be considered incomplete.*  *Please check ( if you have completed these lists.* | I have included a project budget (see over the page)  I have included a support letter from my organisation’s or department’s senior executive (CEO/Director)  I have included support letter(s) from all relevant project partners.  I have included copy of Certificate of Incorporations/ Business License for my organisations  If successful, I agree to work with TongaHealth staff to develop full project documentation as stated in the Guidelines. |

**Budget**

Please complete the budget below for each of your key activities. They should match the key activities you listed in the section above.

Calculate the cost for each activity, and the total project cost (this figure should be the same as the total amount requested part 4).

*One activity has been filled out in red as an example only – do not include this in your final budget.*

*Please insert more rows or budget items if needed.*

TongaHealth will not fund activities including:

* Costs associated with running an organisation, including staff salaries
* Overseas travel for conferences, workshops, forums etc.
* Activities that promote a political organisation or perspective

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Budget Items** | ***Cost per item*** | ***Number of items*** | **Total Cost**  (*cost per item* x *number of items*) |
|  | ***EXAMPLE ONLY***  **Key activity*:*** *Two cooking demonstrations* | | | |
|  | *Fruits and vegetables* | $10 | 2 | $20 |
|  | *Steamer* | $20 | 2 | $40 |
|  |  | 10 | 1 | $10 |
|  | **SUB-TOTAL** | | | **$70** |
|  | 1. **Key activity:** | | | |
| **1.1** |  |  |  |  |
| **1.2** |  |  |  |  |
| **1.3** |  |  |  |  |
| **1.4** |  |  |  |  |
|  | **SUB-TOTAL** | | | **$** |
|  | 1. **Key activity:** | | | |
| **2.1** |  |  |  |  |
| **2.2** |  |  |  |  |
| **2.3** |  |  |  |  |
| **2.4** |  |  |  |  |
|  | **SUB-TOTAL** | | | **$** |
|  | 1. **Key activity:** | | | |
| **3.1** |  |  |  |  |
| **3.2** |  |  |  |  |
| **3.3** |  |  |  |  |
| **3.4** |  |  |  |  |
|  | ***SUB-TOTAL*** | | | **$** |
|  | **TOTAL PROJECT COST** *(Add up all subtotals)* | | | **$** |

|  |
| --- |
| **Budget Justifications** |

|  |  |  |
| --- | --- | --- |
| **#** | **Budget Items**  *(Please insert items according to the Budget above and number it correctly according to each item. Also add more rows if needed)* | **Justifications**  *(Please justify & explain specifically why you need each item)* |
| **1.1** |  |  |
| **1.2** |  |  |
| **1.3** |  |  |
| **1.4** |  |  |
| **2.1** |  |  |
| **2.2** |  |  |
| **2.3** |  |  |
| **2.4** |  |  |
| **3.1** |  |  |
| **3.2** |  |  |
| **3.3** |  |  |
| **3.4** |  |  |