

Health Promotion Grant Guidelines 2026



Health Promotion Program | Student and Scholarly Services

The University of Melbourne (UoM) is committed to supporting students' health and wellbeing from a holistic approach and improving their experience, inclusiveness and belonging at university. The Health Promotion Grant Scheme aims to enhance learning, working, and living environments for students that inform, promote, and support a holistic approach to health, wellbeing, and social connectedness.

The UoM Health Promotion Program's (HPP) allocation of funds will directly address health and wellbeing through the funding of non-academic, student focused on-campus events, activities, and projects. Grant applicants can apply for up to \$10,000 to be spent during 2026.

Applicant(s) Support can be found via the program website, [CANVAS Module](#) or [book a Consultation Appointment](#). Successful student Applicant(s) can be considered towards a [Melbourne Plus](#) capability recognition.

1. What is the Health Promotion Grant?

The Health Promotion Grant (HPG) is provided by the Health Promotion Program to fund activities and programs throughout the University of Melbourne that address the health and wellbeing of students.

The Objectives of the Health Promotion Grant are to:

- Inform, promote and support the engagement in positive health behaviours and practices among students;
- Increase awareness of support resources and services available and reduce barriers to access (such as stigma around help-seeking), so students access support and make informed choices that enhance their health;
- Promote and support engagement in sustainable and health-promoting environments that optimise social connection and belonging;
- Partner and collaborate across the University of Melbourne community, with a strong commitment to student co-design and leadership (departments, faculties and student groups) to create, support, amplify action that provides a more coordinated approach to health and wellbeing;
- Engage with a range of student cohorts in various settings to increase reach and address issues affecting diverse and vulnerable groups, taking greater account of intersectional factors;
- Promote integration of health and wellbeing within the university's plans and policies.

For more information, please visit the University of Melbourne's [Health Promotion Program Webpage](#).

2. Key Dates 2026

Date	Action
Monday 09 March, 9am	Applications open
Sunday 26 April, 11:59pm	Applications close. Late applications will not be considered
Monday 1 June	Outcomes released
Friday 18 June	Funds released to successful applicants* or later
Friday 30 November	Project completion and acquittal due date

3. What is the HPP vision?

- 3.1. The Health Promotion Program provides students at the University of Melbourne with the information, resources and support required to engage in healthy behaviours, maintain a healthy lifestyle and make informed choices related to their health and wellbeing. The HPP is supported and funded through the University of Melbourne’s partnership with Bupa. You can read more about the HPP, its objectives and the current [HPP action plan \(2026-2028\) here](#).

4. What can HPP grants be used for?

- 4.1. Applications must address at least one of the Health Promotion Programs pillars:

Pillars	Summary
Healthier Minds	Focuses on promoting mental wellbeing across the student population. This approach considers the range of factors that influence wellbeing, including environmental, structural and social factors, as well as health literacy.
Healthier Bodies	Promotes supporting healthier behaviors related to nutrition, physical activity, alcohol, smoking, vaping, and other drug use among the student population.
Healthier Relationships	Focuses on fostering safer experiences and practices among students in relation to sex, sexuality, relationships, and sexual health, while also promoting messages of respect and safety.
Healthier Communities	Focuses on facilitating students’ awareness and knowledge about how equity, diversity, and social justice shape health outcomes based on the social model of health. This area will create opportunities to identify and seek to address inequities among the student population and target action.

Proposals can be used for a range of activities including events, activities, programs, resources, and initiatives that:

- educate, promote, and support the engagement in positive health behaviours and practices among students e.g. mental health, healthy eating, food insecurity, physical activity, safer relationships/intimacies, safe behaviours around alcohol, vaping and other drugs etc.
- increase awareness of support services available and reduce barriers to access (such as stigma around help-seeking), so students utilise services and make informed choices.
- build sustainable and health-promoting environments that optimise social connection and belonging.
- engage with a range of student cohorts in various settings to increase reach and address issues affecting diverse and vulnerable groups, taking greater account of intersectional factors (First nations, LGBTIQ+, CALD, student with disabilities).

5. Applicant Eligibility Criteria

5. Applicants must be either a current University staff member or student.

- 5.1. The Applicant is the Project Lead and is responsible for all communication, financial and grant administration matters related to the grant.

- Applicants may or may not be affiliated with or be a representative of a student organisation or other University associated organisation.
- Applicants must be able to complete the project/activity by the end of Semester 2, 2026.
- Applications that are similar in nature to a prior project/activity must be explained in the application.
- Student applications must have the support from a University of Melbourne mentor (e.g. academic or professional staff member).

- Staff applications must have the support from an appropriate level manager, collaborator or colleague.

6. Project Eligibility Criteria

- 6.1. The project/activity cannot be already completed prior to the grant application and assessment date – 1 June 2026. Funds will only be awarded to an activity yet to commence or in progress.
- Projects must have a complete application, address one or more of the Health Promotion Programs’ pillars and the Assessment Priorities detailed in the guidelines and application.
 - Where a project involves an external partner organisation, details of the partner organisation’s agreement and financial or in-kind support must be provided. A Partner Organisation Support Letter must be provided, if applicable.
 - The project/activity must not count towards academic credit; or be undertaken as part of assessment for a subject or course (including research).
 - The applicant(s) must demonstrate their capacity to successfully undertake the activity and student applicants must be able to finalise acquittal prior to completing their degree otherwise sanctions may be imposed on their student records.
 - Depending on the nature of the Project, some may be required to request ethics approval and/or complete a Privacy Impact Assessment (PIA) where relevant. This is the responsibility of the Project/Activity Leader.
 - Applicants and projects will adhere to the UOM Authorship Policy (MPF118)

7. Ineligibility Criteria

7. Projects must have a complete application, address one or more of the Health Promotion Programs’ pillars and the Assessment Priorities detailed in the guidelines and application.
- 7.1. You are not eligible as stated in the HPG Guidelines, to proceed and submit an application for this round, if you have outstanding:
- Acquittal from a previous round
 - Unpaid Debts
 - Student Sanctions
- 7.2. All applicants listed must have provided acquittal reports (fully acquitted with no outstanding debts) for previously awarded HPG Funds. The proposed project/activity for the 2026 HPG Program round must not be a repeat project that has been previously funded.
- 7.3. An existing project/activity or day-to-day operations of a work unit, student club or group.
- 7.4. A staff led project unable to demonstrate student participation, collaboration in the project design or needs analysis.
- 7.5. A project/activity that is primarily partisan or religious in nature.
- 7.6. Projects that are solely virtual.
- 7.7. Projects that will not be completed by the conclusion of Semester 2, 2026.
- 7.8. Projects that are easily and primarily funded through other suitable sources.

8. Assessment Priorities

8. Eligible applications will be assessed based on the following Priorities:
- Alignment of the initiative with one or more of the Health Promotion Program’s pillars (Healthier minds, Healthier bodies, Healthier relationships, Healthier communities).
 - How the initiative serves a student community need.
 - Demonstration of student leadership and/or co-designed approaches will be highly regarded.
 - The reach and benefit of the initiative on the student population.
 - Project feasibility.

9. Application process and outcome notification

- 9.1. Students and staff may submit applications as individuals or in teams. If submitted as a team, a Project/Activity Leader must be nominated.
- 9.2. Applications may require endorsement from relevant stakeholders that have strategic relevance to the project. E.g. Contacting IT or Business Services or Grounds for space permissions etc.
 - Applications are submitted and managed online via Smarty Grants. The HPP Grants Program Application Form can be accessed from the website and must be submitted prior to the deadline advertised.
 - Applicants will receive an email acknowledging receipt of their submission.
 - Incomplete and/or late applications will not be considered.
 - Following the recommendations of the Selection Committee, applicants will be notified in writing of the result of their application.
 - The Selection Committee may impose additional conditions on the grant where it is considered warranted.
 - Applicants are required to complete the compulsory online briefing module on Smarty Grants prior to receiving the awarded HPP Grants Program funds. Details of the online briefing module will be made available to successful applicants after receiving notification of a successful HPP Grants Program application outcome.
 - Funding will be distributed within four weeks following notification of a successful application outcome. Please see payment and receipts section for further details.

10. Mentors & Professional Support

10. Each student application must name a University of Melbourne academic or professional staff member to support their application and act as a mentor. A letter of support is required.
 - A Guide to Assist Mentors & Professional Support is available on the self-enrolled/paced [CANVAS Module](#). A letter of support can be provided on letterhead or via copy of an email (PDF).
 - The Mentor must endorse the student application and be available to provide support or guidance during the project/activity.
 - Applicants may not be named as a mentor on their own application.
 - A mentor is not required for applications made affiliated groups, clubs or societies; in lieu of a mentor, a letter of authorisation is required by the affiliated group, club or society.
 - Each staff applicant must have support from their manager, collaborator, colleague or faculty representative.

11. Alignment with the key principles of the HPP and other UoM strategies

- 11.1. Projects must align with the University's HPP pillars and objectives
 - Projects that demonstrate the following attributes will be viewed favourably by the selection panel:
 - Commitment to consultation with student-related groups and engagement of students as partners in decision making.
 - Commitment to addressing the University's [equity and diversity goals](#).
 - Commitment to representation of student groups, cohorts and campuses.
 - Commitment to addressing the University's [sustainability goals](#).

12. Proposed Budget

- 12.1. Applicants can apply for up to \$10,000 per project (a maximum of 30% of the total Grant ask can be allocated to catering) and should accurately reflect the scope of application with relevant quotes obtained in the budget.
 - The budget should include as much detail as possible and must include:

- The overall project/activity budget
- The specific grant sum you are requesting.
- Other funding sources, if applicable (e.g., other University funding, partner organisation(s) contributions, other grants). This could include quotes from service providers. All prices should be quoted including GST.
- Unspent funds of more than \$100 must be refunded to the University at the conclusion of the project and within the funding year and should be highlighted via the Acquittal Report. If for any reason, an expenditure is unaccounted for with a receipt, a completed and witnessed statutory declaration must be provided. The University reserves the right to initiate legal proceedings regarding any unspent funds.

13. Payments

13.1. Student Applications, affiliated student associations and Student Clubs:

- All successful student Project Leader Applicants will be asked to provide individual Australian bank account and local contact address details to enable release of grant funds. Student applicants must be based in Australia and have Australian bank account and must ensure their details are updated correctly in the my.unimelb student portal. Registered Student clubs and association (with ABNs) grant applications will be paid via the groups registered Australian Bank Account, on receipt of an invoice to health-promotion@unimelb.edu.au.
- Staff: All successful staff applications will be asked for the details of their nominated Workday Code to enable release of grant funds. If successful, staff will need to have this when submitting the briefing module.
- Payment of University staff salary are prohibited.
- A salary or Fee for the administration or coordination of the grant is prohibited.
- Business/Contractor for Service/Fee must provide a valid ABN and invoice.
- Student payment contribution must be drawn up in accordance with the FairWork Act and other relevant industry standards. Contractors must provide a valid ABN.
- If Staff require the recruitment of casual student staff, for the for delivery of your grant project, the Students@Work program can offer assistance with recruitment of a student staff member.
- To acquit fees/wages relating to a grant project, a statutory declaration must be completed by the project leader detailing hourly rate and a description of services/activities of the staff to support the use of funds for fees/wages.
- UMSU/GSA: For affiliated staff as part of a student club/association without a Workday Code, you will be asked to raise an invoice once the Heath Promotion Team has provided a Purchase Order.

14. Reporting Requirements

14.1. Reporting requirements for successful HPP Grant applications will typically include:

- All successful applicants will need to read through and agree to all terms of the briefing module and Agreement; as well as provide some further information before payment can be finalised.
- Acquittal Report: All Grant recipients must have all project deliverables completed by 30 November 2026 and encompass an evaluation report on the final activities delivered alongside a financial expenditure report, including contract/wage details (if any).
- To acquit salaries and wages relating to a grant project, a statutory declaration must be completed by the project leader detailing hourly rate and a description of services/activities of the staff to support the use of funds for salaries/wages.
- Original documents itemised and dated (receipts and invoices) are required to support the financial acquittal of the grant. Any receipt or proof of purchase you give your customers must include:
 - your business name and Australian business number (ABN) or Australian company number (ACN)
 - the date of supply
 - details on the product or service
 - the price.

- Expenditure without receipts must be accounted for with a completed and witnessed statutory declaration. Unspent funds of >\$100 will either need to be reallocated or returned to the University.

For further information and assistance, please contact the Health Promotion Program Team
health-promotion@unimelb.edu.au