



Australian Government

Department of Education, Employment and Workplace Relations

HLTPOP508C Write a grant application

Release: 1

HLTPOP508C Write a grant application

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit is concerned with the writing of a grant application or submission for a modest population health project

It also covers the preliminary investigations and planning of a project for which a grant is sought

Application of the Unit

Application

The grant application or submission planning phase is essential as it results in the development of the framework and contents of a grant application

The project planning and budgeting component of this competency is limited to utilising strategies, processes and techniques commonly utilised and proven within the worker's organisation for small level projects

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

1. Define the project

PERFORMANCE CRITERIA

- 1.1 Investigate likely sources of project funding and obtain grant/submission information
- 1.2 Identify the needs of the target *community*
- 1.3 Identify the project's external and internal resource requirements
- 1.4 Select *strategies* to meet needs
- 1.5 Formulate project *goals*
- 1.6 Identify and consult external and internal *stakeholders*
- 1.7 Seek feedback from the stakeholders on project goals and make changes to the project plan where required

ELEMENT**PERFORMANCE CRITERIA****2. Plan the project**

- 2.1 Develop and schedule project activities
- 2.2 Assign personnel and material resources to project activities
- 2.3 Develop a budget for the project
- 2.4 Select an approach to project evaluation
- 2.5 Ensure the project plan is approved and meets the requirements of the organisation

3. Write the grant application

- 3.1 Obtain and follow application or submission guidelines
- 3.2 Identify, collect and collate documentary evidence
- 3.3 Ensure the project plan is consistent with funding categories, funding priorities and evaluation criteria
- 3.4 Clearly and concisely explain in the application/ submission the project, its funding needs, processes, expected outcomes and evaluation methods
- 3.5 Submit the application in a timely manner, meeting all application/submission and organisation deadlines

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Equity issues in population health

REQUIRED SKILLS AND KNOWLEDGE

- Evidence-based practice
- National, State and local health policies, goals, targets and priorities
- Overview of the stages in population health project planning
- Overview of the stages in population health project planning
- Project budgeting as appropriate to small projects
- Quality assurance
- Relevant international charters/declarations and documents (e.g. Ottawa Charter, Alma Ata, The Solid Facts by WHO)
- Social change and advocacy processes
- Social change and advocacy processes
- Theory and practice of population health including health promotion, health protection and prevention of communicable and non communicable diseases

Essential skills:

It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Analyse, judge and incorporate feedback where required
- Apply effective communication and interpersonal skills including:
 - high level written and verbal
 - negotiation and liaison
 - consultation
 - conflict resolution and mediation
- Demonstrate analytical thinking, problem solving and critical appraisal
- Develop a population health project plan with reference to current health policy and practices
- Engage and work collaboratively and/or in partnership
- Facilitate and contribute effectively to meetings, forums and other networks
- Identify and consult with key internal and external stakeholders throughout the planning process
- Investigate and identify appropriate funding sources and ensure a fit between their funding categories, priorities and evaluation criteria and a proposed project plan
- Pay attention to meeting organisation requirements for project plans
- Undertake project planning
- Undertake work planning and management
- Work as part of a team and/or autonomously

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this competency unit:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills

Access and equity considerations:

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

EVIDENCE GUIDE

Context of and specific resources for assessment:

- This unit may be assessed in the workplace or in a simulated workplace under normal conditions
- The unit may be assessed in the classroom
- Access required to:
 - a range of government and non government policy documents and reports and statistics
 - journals, books and external expertise
 - documents and other materials (charters, declarations, discussion papers, etc.) from international conferences on population health
 - organisation policies and procedures

Method of assessment may include:

- Observation of performance
- Written tasks
- Interviewing and questioning
- Formal appraisal systems
- Staff client feedback
- Portfolio/CV
- Supporting statement of supervisors
- Evidence of relevant work experience/formal or informal learning
- Case studies and scenarios as a basis for the discussion of issues in population health project planning
- Project, exercise or investigation with relaxed time restraints requiring a significant part of the work to be carried out without close supervision and requiring the completion of a project report

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

RANGE STATEMENT

Population health projects may vary considerably in scope and content:

- Population health projects may be developed in any population health field including:
 - health promotion
 - environment health
 - communicable diseases
 - health risk management and assessment
- Population health projects may be developed at any level including:
 - local
 - regional
 - state
 - national
- Population health projects may be developed for any population including:
 - general Australian population
 - any subgroups within that population identified based on age, sex, ethnicity, sexual identity, geographical location, physical environment, lifestyle choices, socio economic status, disability, health status, etc.
 - any community defined as collective group of people identified by common values and mutual concern for the development and well-being of their group or geographical area
 - any setting/organisation whose practices influence health behaviour (e.g. clinical services, general practice, schools, workplaces, etc.)
- Population health projects can target individuals, groups or organizations
- Population health projects may vary in duration and intensity
- Population health projects may relate to different health determinants (e.g. biological, economic, behavioural, social, etc.)

RANGE STATEMENT

Stakeholders are:

Any group or organisation that influences a project or is affected by it:

- External stakeholders can include:
 - partners and collaborating organisations
 - grant making organizations
 - representatives of target communities
- Internal stakeholders can include:
 - management
 - project team members
 - other staff

Other relevant personnel for consultation may include:

- Public health sector staff
- Community health sector staff
- Private health sector staff
- Volunteer networks
- General practitioners
- Administrators
- Researchers
- Educators
- Academics
- Business and industry representatives

Goal(s) refer to:

- What the project aims to ultimately achieve

Strategy refers to:

- A plan of action to achieve a project goal

Communities or target populations in population health:

- The community or population may vary considerably in character, size, needs and capacity to access information and services

Documentary evidence include:

- Staff CV's, organisation policies and practices, budgets, licenses

RANGE STATEMENT

Sources of information for planning may include:

- Literature from population health and related disciplines such as published book, peer-reviewed papers (especially systematic reviews) and reports
- Literature outlining marketing and behaviour change strategies specific to the target population
- Demographic data and information
- Socio-economic data and information
- Data and information from health research and health studies
- Expert informants
- Key representatives of the target population
- National, state and local health policy documents and implementation guidelines

Unit Sector(s)

Not Applicable