

## Terms and Conditions

### Heart-healthy Neighbourhood Action Labs – Project Funding 2026/27

These terms govern your application submitted to the National Heart Foundation of Australia National Heart Foundation of Australia ABN 98 008 419 761 (**Heart Foundation**) of Level 9, 565 Bourke Street, Melbourne VIC 3000.

By applying, you (**Applicant**) acknowledge and agree to these terms.

1. Application Process
  - 1.1. Applications open on Wed 19 August and close at 5:00pm AEST on 30 September 2026.
  - 1.2. Applications must be submitted using the form and, in the manner, specified by the Heart Foundation.
  - 1.3. Applications that are incomplete, late, inaccurate, misleading or not submitted in accordance with the stated requirements may not be considered.
  - 1.4. The Heart Foundation may amend, suspend or cancel the application process, assessment process or funding opportunity at any time, subject to applicable law.
2. Eligibility
  - 2.1. Applications are open to individuals or organisations in Somerset Tasmania, Ipswich Queensland, Bunbury Western Australia and Queenscliff, Victoria.
  - 2.2. Individual Applicants must be aged 18 years or over.
  - 2.3. Applicants must be eligible to receive the funding and must have the capacity, authority and resources to deliver the proposed project within the stated timeframe.
  - 2.4. An Applicant may submit more than one application, up to a maximum of three applications.
3. Funding
  - 3.1. Applicants may only request funding between \$500 and \$7,000.
  - 3.2. There is a total funding pool across all four councils of up to \$20,000.
  - 3.3. Applicants are encouraged to engage with the relevant local Council about the need for any potential approvals before applying.
  - 3.4. Funding will not be awarded unless Council has agreed to the project proceeding either as part of the application or during the assessment process.
  - 3.5. Funding must be used only for the approved project. Funds must be spent, and the initiative must be completed, by 30 June 2027.
4. Assessment criteria
  - 4.1. Applications will be assessed by representatives of the Heart Foundation in its sole discretion.
  - 4.2. The Heart Foundation may, but is not required to do so, consult with third parties, such as local Council employees, to assist in the judgement of applications.
  - 4.3. Assessment may but is not required to include alignment with the heart-healthy neighbourhood objectives, community benefit, feasibility, value for money, Council support, risk, timing and ability to meet reporting requirements.
5. No guarantee
  - 5.1. Submission of an application does not guarantee funding.
  - 5.2. The Heart Foundation may approve all, part or none of the requested funding amount, accept, reject, shortlist, request further information or impose conditions on any application at its discretion.
  - 5.3. Assessment decisions are final and no correspondence will be entered into.
  - 5.4. Successful Applicants will be required to enter into a written agreement with the Heart Foundation before any funding is provided. The agreement will include legally binding obligations in relation to use of funds, reporting, publicity, privacy, insurance, compliance with laws and any other requirements required by the Heart Foundation.

- 5.5. Any example grant agreement provided during the application process is for reference only and does not constitute an offer or create any binding obligation. Applicants must not rely on it as the final form of agreement. The Heart Foundation may amend, replace, add to or remove any terms before execution, and the final grant agreement will be the agreement executed by the parties.
6. Confidentiality
  - 6.1. The Applicant must keep confidential and must not use or disclose any confidential information of the Heart Foundation except as strictly necessary for the purpose of preparing an application or delivering an approved project, or as required by law.
  - 6.2. Confidential information includes any non-public information disclosed by or on behalf of the Heart Foundation, whether before or after submission of an application, including information about the funding opportunity, assessment process, project requirements, operations, strategies, materials, documents, data and other information identified as confidential or which ought reasonably to be understood as confidential.
7. Conflicts of interest
  - 7.1. Applicants must disclose any actual, potential or perceived conflict of interest that may affect the application, assessment process or project delivery.
8. Privacy
  - 8.1. The Applicant agrees to comply with the *Privacy Act 1988* (Cth).
  - 8.2. The Applicant warrants that any personal information included in the application has been collected lawfully and that all necessary consents have been obtained for that information to be provided to the Heart Foundation.
  - 8.3. By applying, the Applicant acknowledges that they have read and accept the Heart Foundation's Privacy Collection Notice.

### **Privacy Collection Notice**

The National Heart Foundation of Australia ABN 98 008 419 761 (**we, our, us, the Heart Foundation**) is collecting your personal information through this Heart-healthy Neighbourhood Action Labs application process including your name, email address, contact details, postcode, application details and, where applicable organisation details, role/title, as well as any other information you provide to us.

We collect this personal information for the purpose of assessing eligibility, administering the funding, contacting you to discuss the application and managing approved projects.

Where relevant, your personal information may be shared with participating local councils, our service providers and other third parties who assist us to administer, assess, manage, report on or evaluate the funding program. If your project is approved, we may also use project outcomes, images, and related materials to publicise the project, subject to any required consents.

Providing us with this personal information is not required by law, but if you do not provide us with this information, we may be unable to assess your application or administer funding.

More information about how we handle personal information, how to request access to or correction of personal information we hold about you, and how to contact us if you have a privacy enquiry or complaint is set out in our Privacy Policy available at [www.heartfoundation.org.au/privacy-policy](http://www.heartfoundation.org.au/privacy-policy).

If you have any questions about this privacy collection notice or how we handle personal information, please contact our Privacy Officer via GPO Box 9966 in your capital city, at [privacy@heartfoundation.org.au](mailto:privacy@heartfoundation.org.au) or by calling 13 11 12.