

Active and Healthy Program 2022/2023

Form Preview

Active and Healthy Program - Request for Proposal

* indicates a required field

Active and Healthy Program Information

Are you passionate about helping the community? Do you want to deliver meaningful activities that make a difference to the health and well-being of people in Logan? The Active and Healthy program provides residents with access to a range of local, affordable activities that promote good health and physical activity across the City.

Activities will be delivered between 1 July 2022 to 30 June 2023. There will be a four week break from Monday 12 December 2022 to Monday 9 January 2023.

Please ensure you have read the ['Request for Proposal' information sheet](#) prior to submitting an application.

It is important to note the service provider rate in the 'Request for Proposal' information sheet. As part of the Active and Healthy program you will receive the following:

- a service provider rate - up to \$20 per hour
- you can charge up to \$5 per participant per session (this will be collected and retained by you, not Council)
- a travel subsidy - up to \$20 per activity may be offered to deliver activities to regional areas (e.g. Flagstone, Greenbank, Jimboomba, Mundoolun, Yarrabilba, Cedar Grove, Cedar Vale or Woodhill)
- reimbursement of venue hire (if applicable)
- promotion of your activity through Council booklets, website, social media and community events.

You can submit an application for as many different activities as you'd like to deliver; however, **you will need to complete one application form per activity.**

Applications close on Monday, 14 February 2022. An outcome is expected by the end of April 2022 and you will be contacted to advise if your application is successful.

Have you read the ['Request for Proposal' information sheet](#)? *

- ☐ Yes
☐ No

Please read the information sheet and select 'yes' in order to continue.

Please ensure you have read the ['Request for Proposal' information sheet](#) and answer 'yes' in order to submit a valid application.

Business Information

* indicates a required field

Name of business/organisation *

Organisation Name

Active and Healthy Program 2022/2023

Form Preview

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Applicants name *

Organisation Name

Applicants role in the organisation *

Applicants Phone Number *

Must be an Australian phone number.
Please include area code.

Applicants Email address *

Must be an email address.

Street Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Mailing Address *

Address

Active and Healthy Program 2022/2023

Form Preview

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Business/Organisation Website

Must be a URL.

Business/Organisation Social Media Page

Proposed Activity Information

* indicates a required field

Activity Outline

What is the name of your activity? *

Note: Activity name may be changed if successful.

Please describe your activity: *

Must be at least 20 words.

Provide a short description (100 words recommended) of your project - what are you out to do?

What are the benefits of this activity for Logan residents? *

Why is this activity needed in Logan?

What experience/qualifications do you have to deliver this activity? *

Please attach a copy of your relevant qualifications for this activity (if relevant)

Attach a file:

Which category does your activity best align with?

☐ Children and Family activities

Active and Healthy Program 2022/2023

Form Preview

- ☐ Cooking and Nutrition classes
- ☐ Fitness and Sports
- ☐ Environmental activities
- ☐ Gentle Movement classes
- ☐ Wellbeing workshops

If you are delivering a cooking or nutrition class, it is important for us to understand more about your classes and what is involved in their delivery.

Please note that wherever possible, class messaging should align with the [Australian Dietary Guidelines](#).

Please describe what is involved in the delivery of your sessions:

Please ensure you describe the set-up, menu/recipes, preparation time etc.

If you are delivering a cooking class, how will your activity be delivered?

- ☐ Demonstration
- ☐ Group activity (shared cooking)
- ☐ Hands-on class (each participant cooks their own meal)

Please upload a sample menu (optional):

Attach a file:

This will assist in providing us with a better understanding of your activity.

Activities and COVID-19

It is important you take into consideration the current health advice from the [Queensland Government](#) and as well as the [Roadmap to Easing Queensland's Restrictions](#).

The responsibility lies with you, as a business and service provider, to keep up-to-date and in line with the latest restrictions and requirements from the Queensland Government which impacts the delivery of your classes. Logan City Council does not have the power and will not be enforcing any guidelines. Nor will Logan City Council be making any suggestions as to what you can and can't do, however it is recommended that you have a separate COVID-SAFE plan in place for each of your activities, in addition to your standard risk management plan.

Council will not review or assess your COVID-SAFE plan, as we are unable to advise what is and what isn't COVID-SAFE.

In regards to delivering your activity, have you considered the current health advice and Queensland's Roadmap to Easing Restrictions?

- ☐ Yes
- ☐ No

Activity Delivery

Active and Healthy Program 2022/2023

Form Preview

Is your activity for a particular age group? *

☐ Yes

E.g. children, seniors, over 14 years, 3-7 years.

☐ No (all ages)

What format is your activity delivered in?

☐ In person

☐ Online

Please specify what age group your activity is for?

Is there a minimum or maximum age that can attend? *

E.g. participants may need to be a minimum of 12 years of age to take part safely.

What is the maximum number of participants that can attend your activity? *

Must be a number.

Please keep in mind venue capacity and safe ratio of participants to facilitator.

How long will your activity run per session?

The length of time your activity will take to be delivered e.g. 1 hour.

What is your preferred time of day to deliver your activity? *

Please indicate an idea of time e.g. 9am or if flexible: mid-morning.

Would you be able to deliver your activity outside of standard business hours? *

☐ Yes, before 9am

☐ Yes, after 5pm

☐ Available on weekends

☐ No, unable to deliver outside of business hours

☐ Pre-recorded

☐ Other:

Please select all that apply.

How often will your activity run? *

E.g. Is your activity a one-off cooking workshop or a weekly bootcamp activity that occurs every Thursday?

What day/s of the week would you be able to deliver your activity? *

Active and Healthy Program 2022/2023

Form Preview

☐ Mondays ☐ Tuesdays ☐ Wednesdays ☐ Thursdays ☐ Fridays ☐ Saturdays ☐ Sundays

Please select all that apply.

Will your activity run during the school holidays? *

☐ Yes ☐ No

Providers are able to decide if their activity will continue to be delivered during school holidays.

What date/s will your activity run? *

Please outline specific activity date/s between 1 August 2020 and 30 June 2021.

What dates will your activity be delivered? *

Please outline specific activity date/s between 1 August 2020 and 30 June 2021.

Please specify: *

Please outline when your activity would be delivered.

Activity Cost

A small fee can be charged to participants at each activity. These participant fees are collected and retained by you, as the provider. If you'd prefer not to accept money from participants the activity can be listed as 'free'.

It is important to note you cannot charge more than \$5 per person as this is considered low-cost.

What will the cost be for participants to attend your activity? *

- ☐ Free (no cost)
- ☐ \$1
- ☐ \$2
- ☐ \$3
- ☐ \$4
- ☐ \$5

Please provide us with an understanding of why the activity is over \$5? *

Activity Location

Activities must be delivered within Logan. A map of Logan City can be found [here](#).

Active and Healthy Program 2022/2023

Form Preview

Locations may be negotiated with you to ensure an even spread of activities across the City. The more flexible you are with locations, the better. It is beneficial for your application to have greater flexibility around locations.

Please keep in mind that if your activity is successful and the location, date or time of your activity changes, this may affect your ability to continue to be funded by the Active and Healthy program.

A travel subsidy may be provided if you are delivering activities in one of our regional suburbs and don't already live in the area. This will be determined upon successful application.

Please note: it is solely your responsibility to make all relevant bookings in local venues and parks, should you be successful.

Do you have a location/venue in mind for your activity? *

- ☐ Yes
☐ No

What is the name of the location/venue? *

What is the address of the location/venue? *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Have you checked if this location/venue is available and suitable for your proposed activity? *

- ☐ Yes ☐ No

You will be responsible for all aspects of organising this location/venue including payment and bookings, if your activity is successful.

Is venue hire applicable? *

- ☐ Yes ☐ No

What is the hourly rate to hire the venue?

\$

Must be a dollar amount.

Please be aware that you may be required to provide a quote for venue hire costs if your application is successful.

If required, would you be willing to deliver your activity in other Logan suburbs? *

- ☐ Yes ☐ No

What suburbs of Logan are you willing to service? *

Active and Healthy Program 2022/2023

Form Preview

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> All suburbs in Logan | <input type="checkbox"/> Eagleby | <input type="checkbox"/> Loganlea | <input type="checkbox"/> Silverbark Ridge |
| <input type="checkbox"/> Bahrs Scrub | <input type="checkbox"/> Edens Landing | <input type="checkbox"/> Lyons | <input type="checkbox"/> Slacks Creek |
| <input type="checkbox"/> Bannockburn | <input type="checkbox"/> Flagstone | <input type="checkbox"/> Maclean (North & South) | <input type="checkbox"/> Springwood |
| <input type="checkbox"/> Beenleigh | <input type="checkbox"/> Flinders Lakes | <input type="checkbox"/> Marsden | <input type="checkbox"/> Stockleigh |
| <input type="checkbox"/> Belivah | <input type="checkbox"/> Forestdale | <input type="checkbox"/> Meadowbrook | <input type="checkbox"/> Tamborine |
| <input type="checkbox"/> Berrinba | <input type="checkbox"/> Glenlogan | <input type="checkbox"/> Monarch Glen | <input type="checkbox"/> Tanah Merah |
| <input type="checkbox"/> Bethania | <input type="checkbox"/> Greenbank | <input type="checkbox"/> Mount Warren Park | <input type="checkbox"/> Underwood |
| <input type="checkbox"/> Boronia Heights | <input type="checkbox"/> Heritage Park | <input type="checkbox"/> Mundoolun | <input type="checkbox"/> Undullah |
| <input type="checkbox"/> Browns Plains | <input type="checkbox"/> Hillcrest | <input type="checkbox"/> Munruben | <input type="checkbox"/> Veresdale |
| <input type="checkbox"/> Buccan | <input type="checkbox"/> Holmview | <input type="checkbox"/> New Beith | <input type="checkbox"/> Veresdale Scrub |
| <input type="checkbox"/> Carbrook | <input type="checkbox"/> Jimboomba | <input type="checkbox"/> Park Ridge | <input type="checkbox"/> Waterford |
| <input type="checkbox"/> Cedar Creek | <input type="checkbox"/> Kagaru | <input type="checkbox"/> Park Ridge South | <input type="checkbox"/> Waterford West |
| <input type="checkbox"/> Cedar Grove | <input type="checkbox"/> Kairabah | <input type="checkbox"/> Priestdale | <input type="checkbox"/> Windaroo |
| <input type="checkbox"/> Cedar Vale | <input type="checkbox"/> Kingston | <input type="checkbox"/> Regents Park | <input type="checkbox"/> Wolffdene |
| <input type="checkbox"/> Chambers Flat | <input type="checkbox"/> Logan Central | <input type="checkbox"/> Riverbend | <input type="checkbox"/> Woodhill |
| <input type="checkbox"/> Cornubia | <input type="checkbox"/> Logan Reserve | <input type="checkbox"/> Rochedale South | <input type="checkbox"/> Woodridge |
| <input type="checkbox"/> Crestmead | <input type="checkbox"/> Logan Village | <input type="checkbox"/> Shailer Park | <input type="checkbox"/> Yarrabilba |
| <input type="checkbox"/> Daisy Hill | <input type="checkbox"/> Loganholme | | |

Access and Inclusion

Logan City Council are committed to ensuring that people of all abilities and backgrounds are able to fulfil their potential in the City of Logan.

Providers are expected to ensure activities are accessible and inclusive wherever possible.

How will you ensure your activity is accessible and inclusive of the wider Logan community? *

This includes accessible classes for those with disability, and inclusive of those from diverse cultural backgrounds and our First Nations People.

Booking Information

Activity contact information will be displayed to the general public for successful providers in the Active and Healthy booklet and as part of the wider marketing campaign. The information provided will consist of:

- Trading name
- Contact number
- Email address

It is recommended you provide both a phone number and email address, however, if you would only like to provide one form of contact, please specify this below.

This contact information will be provided for all activities, despite whether or not bookings are required.

If bookings are required, please indicate below so we can ensure this is specified with your activity details.

Active and Healthy Program 2022/2023

Form Preview

Are bookings required for your activity? *

- ☐ Yes
☐ No

If bookings are not required, it is assumed that participants can show up on the day and partake in the activity

Please provide the email address for general public information and bookings:

Must be an email address.

Please provide the phone number for general public information and bookings:

Must be an Australian phone number.

If participants are able to book via a website, please provide a link:

Are participants required to bring anything to the activity? If so, please specify:

Activity Promotion

If successful, we will promote your activity as part of our Active and Healthy booklet and wider marketing campaign.

However, as the provider, you are ultimately responsible for the promotion of your individual activity/s. Activities which consistently have low or no attendance after a three month period may be removed from the program.

What steps will you take to promote your activity to ensure success? *

Provider Certification

* indicates a required field

To be eligible as a provider, you will need to provide:

- \$20million public liability insurance
- accredited First Aid and CPR qualifications
- copies of Blue Cards

Providers must ensure certificates and insurance are maintained for the duration of the activity and certification must be renewed prior to the expiry dates.

Active and Healthy Program 2022/2023

Form Preview

Copies of all certification is required with your application, even if you have provided this information to Council previously.

Public Liability Insurance

All providers are required to hold a minimum \$20 million public liability insurance.

Please attach a copy of your organisation's public liability insurance (Certificate of Currency).

Certificate of Currency - expiry date

Policy Number:

A maximum of 1 file may be attached.	This will be the end date of your period of insurance (listed on your Certificate of Currency) Must be a date.	This can be found on your Certificate of Currency
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First Aid and CPR Certification

All Active and Healthy providers are required to have at least one person in attendance at each activity with current first aid and CPR qualifications.

It is important to note that first aid certificates remain valid for three years from the date of issue. CPR certificates must be refreshed every 12 months in order to remain valid.

If successful in becoming a provider, certification must be renewed prior to the expiry dates and copies of updated certification provided to Council.

Please complete the below table and click 'Add More' for each additional certificate.

Certificate holder name:		Certificate type:	Date of Issue:
First Name	Last Name	<input type="checkbox"/> Provide First Aid (HLTAID003) <input type="checkbox"/> Provide Cardiopulmonary Resuscitation/CPR (HLTAID001) <input type="checkbox"/> Other: <input type="text"/>	
		The units attained will be listed on the certificate.	The date the certification was issued will be listed on certificate. Must be a date.

Please attach a copy of the host provider's first aid and CPR qualifications. One facilitator needs to be present at the activity with these qualifications. *

Attach a file:

Documents can be uploaded as a single file or multiple files.

Blue Card Certification

Active and Healthy Program 2022/2023

Form Preview

Please complete the below table and click 'Add More' for additional entries.

If you are exempt from holding a Blue Card or don't require a Blue Card for your activity, please upload proof of exemption below.

Blue Card holder name:	Blue Card number:	Blue Card expiry date:
Please include Blue Cards for all facilitators	Please include the number as it appears on the Blue Card.	Must be a date.

Please attach a copy of Blue Card certification for each person delivering the activity, or proof of exemption. *

Attach a file:

If you are exempt from having a Blue Card, please upload proof of exemption from Blue Card Services. Documents can be uploaded as a single file or multiple files.

Declaration

* indicates a required field

Do you have any additional comments you'd like to include in regards to your application?

Willingness to work with Local Government

If successful as an Active and Healthy program service provider, you will be required to:

- sign a contract with Council
- attend our annual provider forum. This forum will be held on Tuesday 31 May 2022 at 10 am. This forum is compulsory for **all** providers, even if you have attended previously.
- ensure that every participant completes a registration form each term
- complete end-of-term reporting, providing all registration forms to Council and an invoice by the due date stated in your contract
- accept Council's payment terms and conditions (payment will be made 30 days from the date of invoice)
- wear an Active and Healthy t-shirt and display a corflute sign at every activity (these will be provided to you)
- update Council with relevant certification and qualifications as it becomes out-of-date

Privacy Collection Notice:

Active and Healthy Program 2022/2023

Form Preview

Logan City Council is collecting your personal information for the purposes of assessing your application. Your personal information may be accessed by employees, contractors, and/or Councillors of Logan City Council, and other Government agencies. Your personal information will be handled in accordance with the Information Privacy Act 2009 (Qld) and may be released to other parties where Logan City Council is required or authorised by law to do so. For more information on Council's Privacy Policy, see logan.qld.gov.au/about-council/contact-us/privacy

Transfer of personal information overseas

Logan City Council is utilising software that is located overseas to create this online form. You are agreeing that your personal information may be transferred and/or stored in an overseas facility.

I am happy with the above and willing to work with Council *

- ☐ Agree
- ☐ Do not agree

Please agree to work with Council in order to submit a valid application.

*

First Name

Last Name

Date *

Thank you for taking the time to put together an application. Once submitted, you will receive a confirmation email; if you do not receive this email, please ensure you have properly submitted your application or check your junk email folder.

If you do not receive a confirmation of submission email then you should presume that your application has not been submitted.