

Application No: \_\_\_\_\_ (Office use only)



Queensland Mental Health Week (6-14 October 2018)

# Community Events Grant Program

## Guidelines

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July 2018

The Queensland Alliance for Mental Health, on behalf of the Queensland Mental Health Commission, invites local government, non-government and community organisations to apply for small grants under the Queensland Mental Health Week Community Events Grant Program.

## About the grants

Community event grants aim to support local organisations across Queensland with funding to host registered Queensland Mental Health Week (QMHW) community mental health awareness events and activities.

The program aims to support organisations and communities to promote awareness of, and contribute to, improved mental health and wellbeing in their local community.

Local community activities provide a focal point for awareness, education and understanding, and help foster community connection and inclusion for those living with mental illness, their families, carers and support people.

The Queensland Alliance for Mental Health (QAMH) is partnering with the Queensland Mental Health Commission (the Commission) to administer the grants.

## About Queensland Mental Health Week

Queensland Mental Health Week raises awareness of mental health and wellbeing among Queenslanders during the week of 6–14 October 2018 through a range of events and activities across the state.

The theme for 2018 is *Value mental health*.

The purpose of locally driven community events and activities is to:

- **promote** mental health and wellbeing
- **create** understanding of mental illness
- **celebrate** the lives of people living with mental illness.

A range of event ideas, information and resources for QMHW is available on the Queensland Mental Health Week website at [www.qldmentalhealthweek.org.au](http://www.qldmentalhealthweek.org.au).

Events are required to be registered on the QMHW website.

## Grants for 2018

Grants up to \$2,500 (excluding GST) will be offered. These grants are intended to cover or contribute to costs for events and activities, including:

- venue hire and associated costs such as equipment hire, permits and security (e.g. for large events in public spaces)
- printing or photocopying of QMHW materials (e.g. posters), and information resources for distribution to event attendees, design and printing of event programs
- QMHW branded banners, signage and other QMHW merchandise from [www.qldmentalhealthweek.org.au](http://www.qldmentalhealthweek.org.au)

- parking and transport costs (e.g. to transport speakers and/or event materials to the event site)
- refreshments and light meals (e.g. morning tea, sausage sizzle, bottled water - not alcohol)
- engaging Traditional Owners and Elders for Welcome to Country, performers and entertainers, or copyright licence to play recorded music
- engaging a mental health specialists, including people with a lived experience, families, carers and support people, to deliver a workplace or community mental health and wellbeing workshop.

The grant program will consider the needs of groups vulnerable to greater risk, including:

- Aboriginal and Torres Strait Islander peoples
- people from culturally and linguistically diverse backgrounds
- people living in rural and remote Queensland
- people who identify as lesbian, gay, bisexual, transgender, intersex and questioning (LGBTIQ)
- other groups at risk of marginalisation (e.g. people with disability, young people and older people).

Applicants are encouraged to partner with mental health and other local organisations, as well as local councils to maximise the reach and impact of their Queensland Mental Health Week event or activity.

## Eligibility

### Organisation eligibility

The following **are eligible** to apply for a grant under the grant program for registered QMHW events and activities:

- incorporated bodies, including non-government organisations
- local governments
- state schools via their P&C
- private schools via their P&C
- companies

The following are **not eligible** for a grant:

- individuals
- political or religious organisations
- organisations who receive any form of funding from tobacco or alcohol companies or their related foundations, either directly or indirectly
- State, Territory and Australian government agencies

### Eligible QMHW events or activities

Events or activities will be eligible to receive a grant if they only occur in Queensland Mental Health Week (6–14 October 2018); do not require recurrent funding and are registered on the QMHW website:

[www.qldmentalhealthweek.org.au](http://www.qldmentalhealthweek.org.au).

**Only one grant is permitted per event.**

Events or activities that are **not eligible** for funding are those that:

- promote or involve the use of alcohol or other drugs
- include product endorsements
- do not recognise or respect diversity of individuals, families, communities or cultures
- include funding to purchase capital works, infrastructure projects or major equipment, assets or media spend (e.g. paid advertising)
- support fundraising or the general operating costs of an organisation, e.g. staff wages
- are considered high risk or contravene the Commission's policies or policy intent
- seek to deliver or provide services that the organisation or other organisations routinely provide or are part of an organisation's ongoing and existing service delivery
- duplicate existing government and/or non-government programs or projects
- are the responsibility of Australian or Queensland Government agencies to deliver
- involve funding to a third-party to implement the event or activity
- are not covered by appropriate public liability insurance (details of public liability insurance must be included on the Grant Application Form).

## Assessment

### Assessment criteria

Completed grant applications must be received before the closing date, and will be assessed on the following three criteria:

1. Detail how the event or activity will maximise community awareness of, and engagement in, mental health and wellbeing; promote education and understanding of mental illness; and foster inclusion of those living with a mental illness, their families, carers and support people.
2. Outline the extent to which the event or activity adopts a collaborative, cross-sectoral approach, including where appropriate local government.
3. Detail the organisation's ability to deliver the event or activity and likely reach including the number of people expected to attend.

### How applications will be assessed

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#### *Compliance and eligibility screening*

Each grant application will first be assessed to ensure it is complete and meets all the eligibility criteria as outlined in these guidelines.

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#### *Assessment*

An Assessment Panel will consider compliant and eligible applications by:

- assessing and ranking applications based on the assessment criteria
- moderating application rankings to ensure an equitable distribution of funding provided under the grant program, having regard to geographic areas and vulnerable groups at greater risk.



### *Successful applications determined*

Successful applicants will be selected and approved by the Assessment Panel.

The Queensland Alliance for Mental Health is committed to best practice in its funding decisions.

## When will the successful grant recipients be announced?

Applicants will be advised of the outcome of their application by 24 August 2018.

Applicants will be required to sign a funding agreement before funding is provided. The funding agreement will include a requirement to provide receipts and a final report of the funded activity.

A public announcement of successful applicants and events or activities is planned for **28 August 2018**. This will include publishing information about events or activities receiving funding under the Queensland Mental Health Week Community Events Grant on the Queensland Alliance for Mental Health, Queensland Mental Health Week and Queensland Mental Health Commission's websites.

## Apply

### How to apply



To apply for a grant, you must email a completed Queensland Mental Health Week Community Event Grant Application Form to [projects@qamh.org.au](mailto:projects@qamh.org.au) by 5:00pm on **Monday 6 August 2018**.

The grant application form is available on the [QAMH](#), [Queensland Mental Health Week](#) and [Queensland Mental Health Commission's](#) websites.

We recommend that organisations review the Queensland Government [Best practice guidelines for event delivery in Queensland](#) and the Queensland Mental Health Week [Event organiser kit](#) for event ideas and advice on event management.

To be considered, applications **must** include:

- ✓ a completed Community Event Grant Application Form.

Applications should be submitted using commonly available software and, where possible, provided in both Microsoft Word **and** PDF format.

## CLOSING DATE

5pm Monday 6 August 2018