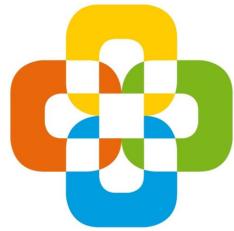


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Queensland
Mental Health
Commission



CHECKUP
creating healthier communities

QUEENSLAND MENTAL HEALTH WEEK COMMUNITY EVENTS GRANT PROGRAM

Guidelines



Queensland
Mental Health
Week



Introduction

ABOUT QMHW

Queensland Mental Health Week (QMHW) is an annual awareness week that aims to shine a spotlight on individual and community mental health and wellbeing across the state. The initiative is linked to World Mental Health Day, which is held on 10 October every year.

Each year, people across Queensland come together during QMHW through local events, conversations and activities to raise awareness of the importance of positive mental health and wellbeing.

In 2021, QMHW will be from Saturday 9 October to Sunday 17 October, with the theme, 'Take time for mental health'.

OBJECTIVES

The three overall objectives of QMHW are to:

1. Raise awareness of the importance of mental health and wellbeing
2. Increase understanding of mental illness and recovery
3. Reduce stigma and discrimination.

ABOUT THE GRANTS

Funded by the Queensland Mental Health Commission and administered by CheckUP, the QMHW Community Events Grant Program will provide \$100,000 in 2021 to subsidise QMHW events and activities.

The purpose of the program is to support local community activities that provide a focal point for awareness, education and understanding of mental health and wellbeing, and help foster community connection and inclusion for those living with mental illness, their families, carers and support people.

All funded events and activities must be held in Queensland during QMHW and registered on the QMHW website.

Organisations can apply for a grant online from Monday 17 May - Wednesday 30 June 2021 at checkup.smartygrants.com.au.

CONTACT DETAILS

For any questions about the program, not covered in this guide, please contact CheckUP by calling **07 3105 8300** or emailing info@qldmentalhealthweek.org.au.



A range of event ideas, information and resources will be made available on the QMHW website at www.qldmentalhealthweek.org.au.

Grant funding

FUNDING AMOUNTS

The grant amounts that are being offered (excluding GST) in 2021 are:

- \$500
- \$1000
- \$3000.

Please keep in mind that over half the funding has been preliminary earmarked for the provision of \$500 grants. Those who apply for a higher grant amount and are not successful can advise on the application form whether they want to have their event considered for a lower funding amount.



Grant funding can be spent on hosting either online or in-person events! Make sure to consider COVID-19 physical distancing guidelines when brainstorming your event idea.

USAGE

Funded events and activities must be held between Saturday 9 October and Sunday 17 October 2021.

Grant funding **can be** spent on the following:

- Venue hire and associated costs, such as equipment hire, permits and security
- Catering (e.g. morning tea, bottled water and other non-alcoholic beverages)
- Guest speakers, temporary instructors and/or mental health specialists engaged specifically for your event
- Engaging Traditional Owners and Elders for Welcome to Country, musicians and/or artists
- Transport and parking costs (e.g. transport for event collateral or guest speakers to event site)
- Printing and photocopying of QMHW materials or resources on mental health for distribution to event attendees
- QMHW merchandise.

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 (CALD) 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).

NOT APPLICABLE

Grant funding **does not** cover the following:

- Fundraising, organisational running costs (e.g. staff wages), capital works, major equipment, assets or media spend
- Administration fees, including phone and postage charges
- Collateral items, including banners, flags, computers, computer software, cloth napkins, and crockery
- Gifts of any sort or raffle prizes.

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

- Promote or involve the use of alcohol or other drugs
- Focus on product endorsements
- Do not recognise or respect diversity of individuals, families, communities or cultures
- Are considered high risk or contravene the Queensland Mental Health Commission's policies or policy intent
- Seek to deliver or provide services that the organisation or other organisations routinely provide
- Duplicate existing government and/or non-government programs or projects
- Are the responsibility of Australian Government or Queensland Government agencies to deliver.

Who can apply?

ORGANISATION ELIGIBILITY

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

- Incorporated bodies, including not-for-profits, clubs, community groups and companies
- Schools - state and private schools must apply via their P&C
- Local governments

You can apply if you've been successful in receiving a grant previously!

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

- Individuals
- Federal and State Government agencies
- Political or religious organisations (excluding educational institutions and not-for-profits that deliver community services)
- Organisations that receive any form of funding from tobacco or alcohol companies or their related foundations, either directly or indirectly
- If your organisation has previously received a grant from the Queensland Mental Health Commission and not completed an acquittal report within the required timeframe.

All organisations must be incorporated and hold Public Liability Insurance of \$20 million. If your organisation or group is not incorporated or covered by sufficient insurance, you could approach a sponsoring organisation, such as your local council.

APPLICATIONS VIA AUSPICE

All auspicing organisations must be incorporated and hold Public Liability Insurance of \$20 million.

In all auspiced subsidy applications, Queensland Mental Health Week's primary relationship will be with the sponsoring body, as they are responsible and accountable for the management of the subsidy.

Responsibilities of the auspicing body are as follows:

- Accept the grant on behalf of the sponsored organisation
- Pay the grant to the sponsored organisation in accordance with the application
- Enable the sponsoring organisation to utilise their Public Liability Insurance
- Acquit the funding as required by **5pm on 12 November 2021**.



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

Applications

HOW TO APPLY?

To be considered for a grant, applications must be completed via Smarty Grants before **5pm on 30 June 2021**.

You can access the QMHW Community Events Grant Program application form on Smarty Grants via checkup.smartygrants.com.au. You will need to sign up for a free SmartyGrants account or use your organisation's existing account.

Details you will need to complete the application, include:

- Organisation ABN or ACN
- Public Liability Insurance information
- An outline of your proposed budget for what you will spend the grant funding on.

If you are applying on behalf of your organisation, we recommend that you:

- Consider the below selection criteria when completing the application.
- Read the Queensland Government's [**Best practice guidelines for event delivery in Queensland**](#) and the [**QMHW Event Organiser Kit**](#) for advice on event management and event ideas.
- Start filling in the application early to make sure you meet the deadline! You can save what you have inputted along the way.

SELECTION CRITERIA

Criteria	Details/hints	Weighting
Idea	<p>This criteria relates to the actual event or initiative idea. Events that are especially creative or innovative will be highly regarded.</p> <p>Hint: Have you made sure your event has a clear mental health and wellbeing focus? If you're seeking inspiration, perhaps you could get creative by incorporating this year's theme, 'Take time for mental health'.</p>	20%
Connection	<p>This criteria considers who the event is targeted to and whether the initiative will contribute to increased connection and engagement within communities. Events that focus on inclusion or consider the needs of those with lived experience of mental illness, carers, and/or at-risk groups will be highly regarded, as will events that adopt a collaborative approach.</p> <p>Hint: You should make sure you clearly identify community involvement/support and highlight any partnerships in your application. Make to highlight any endeavours to increase the inclusivity and accessibility of your event.</p>	20%
Impact	<p>This criteria considers the outcomes that are expected to be achieved by this event or activity. Will it contribute to an increased awareness of mental health and wellbeing, and/or foster an increased level of inclusion for those living with a mental illness and their carers?</p> <p>Hint: You should make sure you outline how your event or activity aligns with at least one of the QMHW objectives. You could also consider if the initiative can become an annual event or developed into ongoing programs beyond QMHW.</p>	40%
Implementation	<p>This criteria relates to how the idea will be implemented.</p> <p>Hint: Is your budget clear and does it propose money be spent on items that will help increase the impact of the event? Have you considered COVID-19 physical distancing guidelines?</p>	20%

Assessment & notification

CheckUP is committed to best practice in its funding decisions. The below process details how each applicant will be assessed.

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.

JUDGING PANEL

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 APPLICANTS DETERMINED

Successful applicants will be selected and approved.

Both successful and unsuccessful applicants will be advised of the outcome of their application in **early August 2021**.

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

ANNOUNCEMENT

A public announcement of successful applicants and events or activities is planned for **August 2021**.

This will include publishing information about events or activities receiving funding on the Queensland Mental Health Week, Queensland Mental Health Commission and CheckUP websites.



Terms and conditions

ADVERTISING AND PROMOTION

All successful applicants must acknowledge the funding from the QMHW Community Events Grant Program on all written, printed and digital marketing materials using the supplied logos and verbally at the event.

All successful applicants must register their events or activities on the QMHW website events calendar before **5pm on 30 August 2021**.

FUNDING REQUIREMENTS

Multiple applications from one organisation (or partnership) will be considered only where proposals relate to separate projects. Separate acquittals are required for each event that receives funding.

All funded events and activities must be held in Queensland and conducted between **9 October and 17 October 2021**.

REPORTING REQUIREMENTS

Successful organisations are to complete and submit an evaluation acquittal through Smarty Grants by **5pm on 12 November 2021**. This includes copies of any receipts for amounts over \$500.

If an acquittal is not received by the due date, CheckUP may deem the event not to have taken place and may request that the funding is returned within 28 days.

PUBLIC LIABILITY INSURANCE

Your organisation must be covered by Public Liability Insurance. The minimum coverage for Public Liability Insurance required is \$20 million. If your organisation is not insured, you will need to approach another organisation to sponsor your organisation, so that you're covered under their Public Liability Insurance.

DISCLAIMER

Submission of a grant application does not guarantee funding. Previous successful applications do not guarantee funding.

The grant recipient will take sole responsibility of the event or activity.

CheckUP and the Queensland Mental Health Commission accept no responsibility for the event, irrespective of funding provided to support the event or activity, and irrespective of its listing on the Queensland Mental Health Week website or other publications.

Organisations are responsible for meeting their duty of care and all other obligations to event participants, volunteers, and other stakeholders. Event organisers should consider the safety of children, young people or other vulnerable people invited to their event. Where a project will involve adults working with children, successful applicants must undertake the necessary 'Working with Children' checks.

Terms and conditions cont.

PRIVACY POLICY

CheckUP is committed to protecting your privacy in accordance with the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) act 2021.

CheckUP collects personal information to enable CheckUP to contact an organisation, and to assess the merits of an application.

CheckUP will collect and store information you provide to enable the implementation of the QMHW Community Events Grant Program. Any information you provide will be stored and accessed only by authorised personnel and is subject to the requirements of the Privacy Act 1988.

Applicants must ensure people whose personal details are supplied with applications are aware of how this information will be used.

By disclosing information about your organisation or your sponsoring organisation, you give permission for your contact details:

- to be disclosed to the Queensland Government, including the Queensland Mental Health Commission and Queensland Members of Parliament.
- to be used by CheckUP for promotion to the general public to access events, and related activities. This may include your email address and phone number provided by you at the time of completing an event registration form, if you are hosting a public event.
- to be contacted by CheckUP for future promotions,

If you would like to seek access to, or revise, your personal information, or feel that the information we currently have on record is incorrect or incomplete, please email info@qldmentalhealthweek.org.au.

Key dates

- Grant applications close - 30 June 2021
- Applicants notified in writing - August 2021
- Queensland Mental Health Week - Saturday 9 October to Sunday 17 October 2021
- Acquittal due for funded events and activities - 12 November 2021