



Queensland Mental Health Week (QMHW) Community Events Grant Program Guidelines

Read these guidelines before applying for a grant



Opening date:	9:00 am AEST on Monday 4 April 2022
Community Grant Round closing date and time:	5:00 pm AEST on Friday 6 May 2022
Youth Grant Round closing date and time	5:00 pm AEST on Friday 13 May 2022
Funding entity:	Queensland Mental Health Commission
Administering entity:	CheckUP Australia
Enquiries:	If you have any questions, please contact CheckUP Questions should be sent no later than 5:00pm AEST on Wednesday 4 May 2022 to info@qldmentalhealthweek.org.au or via 07 3105 8300
Type of grant opportunity:	Open competitive

Funded by the Queensland Mental Health Commission, Queensland Mental Health Week is coordinated by CheckUP and delivered by a strong cross-sector collaboration.

CheckUP acknowledges the Traditional Owners of the lands from across Queensland. We pay our respect to the Elders, past, present, and emerging, for they hold the memories, traditions, the culture and hopes of Aboriginal and Torres Strait Islander peoples across the state.



Queensland
**Mental Health
Commission**



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Introduction

About the guidelines

These guidelines contain information about the Queensland Mental Health Week (QMHW) Community Events Grant Program. You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will acquit the grant
- responsibilities and expectations in relation to the opportunity.

About Queensland Mental Health Week

Queensland Mental Health Week (QMHW) is an annual awareness initiative that aims to shine a spotlight on individual and community mental health and wellbeing across the state.

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.

The overall objectives of QMHW are to:

- raise awareness of the importance of mental health and wellbeing
- increase understanding of mental illness and recovery
- reduce stigma and discrimination.

In 2022, QMHW will be held from Saturday 8 October to Sunday 16 October, with the theme, 'Awareness, Belonging, Connection'.

About the grant program

One-off grants are available through the QMHW Community Events Grant Program to support events to be held in Queensland to celebrate the week. The program is funded by the Queensland Mental Health Commission and administered by CheckUP.

Grant applications will be assessed for their potential to contribute to the achievement of the QMHW objectives.

Priority will be given to innovative events that provide a focal point for awareness, education, and understanding of mental health and wellbeing, help foster community connection, and enhance inclusivity and a sense of belonging for those living with mental illness, their families, carers, and support people.

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, or questioning (LGBTIQ+)
- other groups at risk of marginalisation (e.g. people with disability, young people, and older people).

The grant program will have two separate rounds in 2022 – the (1) Community Grant Round provides support to a wide array of events and the (2) Youth Grant Round is solely for events targeted at young people aged 21 and under.

Organisations can apply for a grant online from Monday 4 April 2022 at <https://checkup.smartygrants.com.au>. Applications for the Community Grant Round close on Friday 6 May 2022 and applications for the Youth Grant Round close on Friday 13 May 2022.

Applicants to both the Community Grant Round and School Grant Round are encouraged to take a collaborative approach and partner with mental health and other local organisations to maximise the reach and impact of their QMHW event/s.

If you are submitting a joint application, you should identify all other members of the consortium.

Multiple organisations are not permitted to apply for grant funding for the same event. If a consortium is planning an event, please ensure you discuss which organisation is applying to ensure there aren't multiple submissions.

Please note that only one application per organisation per grant round is allowed.

Funding is limited and competitive. Previous grant recipients should not assume that they will automatically receive funding. These grants are designed to offset the cost of an event, not necessarily to fund it entirely.



Expected timing for this grant opportunity

Activity	Timeframe
Applications due	<ul style="list-style-type: none"> • Community Grant Round - 5:00 pm AEST on Friday 6 May 2022 • Youth Grant Round - 5:00 pm AEST on Friday 13 May 2022
Assessment of applications	Approximately 5 weeks from the closing date
Approval of Assessment Panel recommendations by decision-maker	Approximately 9 weeks from the closing date
Notification to applicants on outcomes	Approximately 10 weeks from the closing date
Payment of grants	Approximately 10-14 weeks from the closing date dependant on the date invoice received from the grantee
All grantees must register their events on the QMHW website	5:00 pm AEST on Friday 26 August 2022
Dates events are to be held	<ul style="list-style-type: none"> • Events funded through the Community Grant Round must be held during QMHW, between Saturday 8 October to Sunday 16 October 2022 • Events funded through the Youth Grant Round must be held during October 2022
Acquittal reports due	5:00 pm AEST on Friday 11 November 2022

(1) Community Grant Round

Each year community events held in support of QMHW help provide positive social activities that help build resilience at a local level and support people to feel connected.

Grant funding is available to assist organisations in their efforts to host QMHW events in 2022 with all funded activities to be held between Saturday 8 October to Sunday 16 October.

Grant amounts and categories

For this round, approximately \$80,000 (GST exclusive) is available to be distributed in grants.

Eligible organisations can apply for the following amounts (GST exclusive):

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



In your grant application, you will need to advise the amount and category of event you are applying for.

You should carefully consider the grant amount that you are applying for, in consideration of the limited total amount of funding available for all events. Below is a guide to help you select what event category your application falls under and the amount you should apply for.

Event category	Details	Recommended grant amount to apply for
Large scale public event	A large-scale public event is considered to be an event with an attendance of more than 100 people. (This number does not include event organisers, staff, or volunteers who run the event or people from partner organisations.)	\$1000 or \$3000
Small-medium scale public event	A small-scale public event is considered to be an event with an audience of between 30 – 100 people. (This number does not include event organisers, staff, or volunteers who run the event or people from partner organisations.)	\$500 or \$1000
Targeted community group/events	A small, targeted community group event grant is considered to be for events or activities that are for a specific demographic (e.g. carers, LGBTIQ+ community, new mothers, older Queenslanders). The event or activity does not have a minimum audience requirement but still needs to demonstrate how you will achieve meaningful engagement with the target audience.	\$500 or \$1000
Mental health services events	A small mental health service event grant is an opportunity to hold an event within your mental health service organisation only. These events may be for your staff, consumers, and their families or support people. You do not need to invite members of the public.	\$500

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.

Eligibility criteria

Who is eligible to apply for a grant?

Organisations must have an ABN or be auspiced by an organisation with an ABN, hold Public Liability Insurance of \$20 million, and commit to undertake the funded event in Queensland.

The following **are eligible** to apply for funding under the Community Grant Round:

- incorporated non-government organisations, not-for-profits, and community groups
- local councils
- Indigenous Knowledge Centres
- companies.

Applications from consortia are acceptable and encouraged, but you must have a lead applicant listed on your grant application who is accountable to CheckUP for the delivery of grant activities and is an eligible entity as per the list above.

Previous applicants are eligible and urged to apply again if they have met all financial acquittal and reporting requirements for previous events.

Who is not eligible to apply for a grant?

You are **not eligible** to apply if you are a/an:

- individual
- sole trader or partnership
- political or religious organisations (excluding religious not-for-profits that deliver community services)
- State, Territory or Australian government agency/entity (including state primary and high schools who should apply to the Youth Grant Round via their P&C)
- unincorporated association.

The predominant reason for the event **must not** be to fundraise for or promote the applicant organisation.

Organisations **cannot** receive a grant for an event if they have already received sponsorship funding for that event from the Queensland Mental Health Commission.

(2) Youth Grant Round

The development of common mental health conditions occurs predominantly in adolescence to mid-20s, making these years critical for early intervention. Recognising this and the impacts of the pandemic on schools and students, including through prolonged lockdowns and broader disruption, in addition to the significant number of grant applications from school P&Cs in the past, there will be a specific grant round for events targeted to young people in 2022.

The objective of the Youth Grant Round is to assist school communities, youth groups and centres, and not-for-profits that provide programs for young people to respond to emerging priorities in youth mental health and wellbeing.

All grant-funded events and activities must be held during October 2022.



Grant amounts and categories

There is approximately \$20,000 (GST exclusive) in funding available for events and activities targeted to those aged 21 and under that meet the objectives of QMHW.

Under this grant round, eligible organisations can apply for either \$500 or \$1000 (GST exclusive).

You should carefully consider the grant amount that you are applying for. Larger events in which a whole school community is involved, or multiple schools are engaged, will be given preference for the higher level of funding. To ensure more equitable distribution of funding, priority will also be given to organisations or schools in regional, rural, or remote areas, or that support communities with additional needs.

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.

Eligibility criteria

Who is eligible to apply for a grant?

Organisations must have an ABN or be auspiced by an organisation with an ABN, hold Public Liability Insurance of \$20 million, and commit to undertake the funded event in Queensland.

The following **are eligible** to apply for funding under the Youth Grant Round:

- incorporated non-government organisations, not-for-profits, and community groups
- primary school and high school parents and citizens' associations (state schools are government entities and may only apply via their P&C)
- local councils
- Indigenous Knowledge Centres.

Applications from consortia are acceptable and encouraged, but you must have a lead applicant listed on your grant application who is accountable to CheckUP for the delivery of grant activities and is an eligible entity as per the list above.

Previous applicants are eligible and urged to apply again if they have met all financial acquittal and reporting requirements for previous events.

Who is not eligible to apply for a grant?

You are **not eligible** to apply if you are a/an:

- individual
- sole trader or partnership
- political or religious organisations (excluding religious not-for-profits that deliver community services and faith-based schools)
- State, Territory or Australian government agency/entity (**state schools must apply via their P&C as outlined above**)
- unincorporated association.

The predominant reason for the event **must not** be to fundraise for or promote the applicant organisation.

Organisations **cannot** receive a grant for an event from this program if they have already received sponsorship funding for that event from the Queensland Mental Health Commission.



What the grant money can be used for?

You can only spend the grant for the purposes of implementing your event. **Funded events can occur in-person, virtually, or a combination of both!**

The below outlines eligible and ineligible grant activities for both the Community Grant Round and School Grant Round.

Eligible grant activities

Grant funding can be spent on a wide variety of items and fees that support event delivery. Examples include:

- 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
- activity and workshop supplies (e.g. paints, craft materials, plants)
- printing and photocopying of QMHW materials or resources on mental health for distribution to event attendees (e.g. mental health bags).



Ineligible grant activities

Grant funding **cannot be used** to cover:

- fundraising, organisational running costs (e.g. staff wages), capital works, major equipment, or assets
- administration fees, including phone and postage charges
- computers or computer software
- cloth napkins or crockery
- gifts of any sort or raffle prizes
- costs otherwise not attributable to the implementation of your event.

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 the diversity of individuals, families, communities, or cultures
- are delivered outside of Queensland
- 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.

Selection criteria

Applications to both the Community Grant Round and School Grant Round will be assessed based on the weighting given to each criterion detailed below.

Criteria	Details/hints	Weighting
Idea	<p>This criterion 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, 'Awareness, Belonging, Connection' using the different elements of the theme to inform activities held at the event. You may also want to read more about the building blocks of wellbeing if you are wondering what activities can help build stronger mental wellbeing.</p>	20%
Connection	<p>This criterion 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 sure to highlight any endeavours to increase the inclusivity and accessibility of your event as well.</p>	20%
Impact	<p>This criterion considers the outcomes that are expected to be achieved by this event or activity.</p> <p>Hint: You should make sure you outline how your event or activity aligns with at least one of the QMHW objectives. 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>	40%
Implementation	<p>This criterion relates to how the idea will be implemented.</p> <p>Hint: Is your submission clear and does it show value for money, proposing grant funding be spent on items that will help increase awareness, belonging and connection?</p>	20%

How to apply

Apply via SmartyGrants

To be considered for a grant, applications must be completed via SmartyGrants before the respective grant round deadline.

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

We will not provide application forms or accept applications for this grant opportunity by email, fax, or mail.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

What you will need

Details **you will need** to complete the application, include:

- a summary of your proposed event, the estimated number of participants, and target audience
- organisation Australian Business Number (ABN) or Australian Company Number (ACN)
- digital copy of your organisation's or auspicing organisation's Public Liability Certificate of Currency showing the insured coverage amount as \$20 million or more to submit in the application
- bank details
- an outline of your proposed budget for what you will spend the grant funding on.

Please note that state schools applying for the Youth Grant Round should ensure they provide the ABN for their P&C, not their school.

We also **recommend** that you:

- consider the selection criteria when completing the application
- start filling in the application early to ensure you submit it before the deadline
- check the word limits on questions before preparing your answers
- hit 'save' regularly on your application to ensure you don't lose what you have inputted along the way or copy over information you have prepared earlier in a Word document to quicken the process.

If you haven't held an event before, and would like some general advice, we suggest you read the Queensland Government's [Best practice guidelines for event delivery in Queensland](#).

Questions during the application process

If you need more help about the application process, have any technical difficulties or find an error in your application after submission, you should contact CheckUP on 07 3105 8300 or via email at info@qldmentalhealthweek.org.au.

Please ensure you submit all questions prior to the question period closing at 5:00 pm AEST on Wednesday 4 May 2022.

Additional information and late applications

You cannot change your application in SmartyGrants after submitting the form.

CheckUP does not have to accept any additional information, or requests from you to correct your application after the closing time. If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application.

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control

- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

Applicants seeking to submit a late application will be required to submit a late application request to CheckUP via info@qldmentalhealthweek.org.au within three (3) days after the grant opportunity has closed.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

CheckUP will determine whether a late application will be accepted. The decision will be final and not be subject to a review or appeals process.

The grant selection and notification process

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

Assessment of grant applications

Applications will be assessed based on the eligibility and assessment criteria as set out in these guidelines.

All applications will be assessed for eligibility and compliance against the requirements of the application process. Eligible applications will then be considered through an open competitive grant process.

Who will assess and select applications?

An Assessment Panel will be established for each grant round by CheckUP and may include a mix of employees, experts from the sector, government officers with relevant specialist expertise, and community/consumer representatives.

The Assessment Panel will consider the following factors during deliberations:

- initial preliminary scores against the selection criteria
- extent to which applications demonstrate they will contribute to meeting the objectives of QMHW
- equitable distribution of funding, having regard to geographic areas and vulnerable groups at greater risk
- risks, financial, fraud and other, that the applicants or events pose.

CheckUP will provide a report with the final recommendations of the Assessment Panel to the Queensland Mental Health Commission.

The Queensland Mental Health Commission will be the decision maker for this grant opportunity and decide which grants to approve based on the recommendations of the Assessment Panel, taking into consideration any further information that may become known.

The decision maker's decision is final in all matters, including:

- approval of the grant
- grant funding amount to be awarded
- terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

Notification of outcomes

Both successful and unsuccessful applicants will be advised of the outcome of your application via email.

If you are successful, you are advised of the amount that has been awarded and any specific conditions attached to the grant.

Feedback on your application

A feedback summary will be published on the Queensland Mental Health Week website to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will not be available.

Grant payments

Successful applicants will be required to agree to a grant funding agreement before funding is provided to advise that they are happy to receive the awarded amount and adhere to the grant terms and conditions.

To assist with payment, an example invoice template will be provided to each grantee.

If you incur extra costs outside the provision of the grant, you must meet them yourself. Where any amount of the grant remains unexpended or unacquitted after the event, you may be required to repay that amount.

Further information on the payment of the grant will be contained in the grant agreement.

GST information

Payments will be GST inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, CheckUP will add GST to your grant payment.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

Announcement of grants

A public announcement of successful applicants and events or activities will occur after grantees are notified of their success. This will include publishing information about events receiving funding, and their host organisation, on the Queensland Mental Health Week, Queensland Mental Health Commission and CheckUP websites.

Applications via auspice

If your organisation or group is not incorporated or covered by sufficient insurance, you could approach a sponsoring organisation, such as your local council, to act as an auspice.

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

Responsibilities of the auspicings 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.

Acknowledgment of funding

All successful grantees must acknowledge that they received funding from the QMHW Community Events Grant Program on printed and digital marketing materials for the funded event, as well as verbally at the event. This includes utilising supplied logos.

If you make a public statement about an event funded under the grant program, you can acknowledge the grant by using the following statement: 'This event received funding from the Queensland Mental Health Commission through the QMHW Community Events Grant Program.'

Event registration requirement

All successful grantees must register their events or activities on the [QMHW website](#) events calendar by **5:00 pm AEST on Friday 26 August 2022** at the latest.

Keeping us informed

We need to know of any changes to your organisation or its business activities, particularly if they affect your grant activities. You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

Grant agreement variations

We recognise that unexpected events may affect your event plans. In these circumstances, you can request a variation to your grant agreement. If there is a major change to your event, you can request a variation by contacting CheckUP. Your request will be considered based on provisions in the grant agreement and the likely impact on achieving outcomes.

Reporting requirements

Grantees are to complete and submit an evaluation acquittal form through Smarty Grants by **5:00 pm AEST on Friday 11 November 2022** providing a brief overview of the grant activities they undertook. 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.

CheckUP will evaluate the grant program to see how well the objectives have been achieved. We may use information from your application and acquittal form for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes. Subsequently, a report on grant outcomes will be provided by CheckUP to the Queensland Mental Health Commission.

Disclaimer

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

The grantee 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. Grantees 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.

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 the 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*.

As part of your application, you declare your ability to comply with the *Privacy Act* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents, and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity.

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 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.

Probity

CheckUP will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities, and other inappropriate conduct.

These guidelines may be changed by CheckUP if unforeseen circumstances arise. When this happens, the revised guidelines are published on the Queensland Mental Health Week website.

Glossary

Term	Definition
Assessment Panel	provides strategic oversight, advice, and recommendations to the grant administrator and decision-maker on assessed applications.
eligibility criteria	refers to the mandatory criteria which must be met to qualify for a grant. Selection criteria apply in addition to eligibility criteria.
grant activity/activities	refers to the event/project/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement and specifies the details of the grant.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities. A grant program can have a group of one or more grant opportunities/rounds.
grantee	the organisation which has been selected to receive a grant.
selection criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
value for money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical, and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, officials should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> • quality of the event proposal and activities • fit for purpose of the proposal in contributing to objectives • whether absence of a grant is likely to prevent the event being held • potential grantee's relevant experience and performance history.