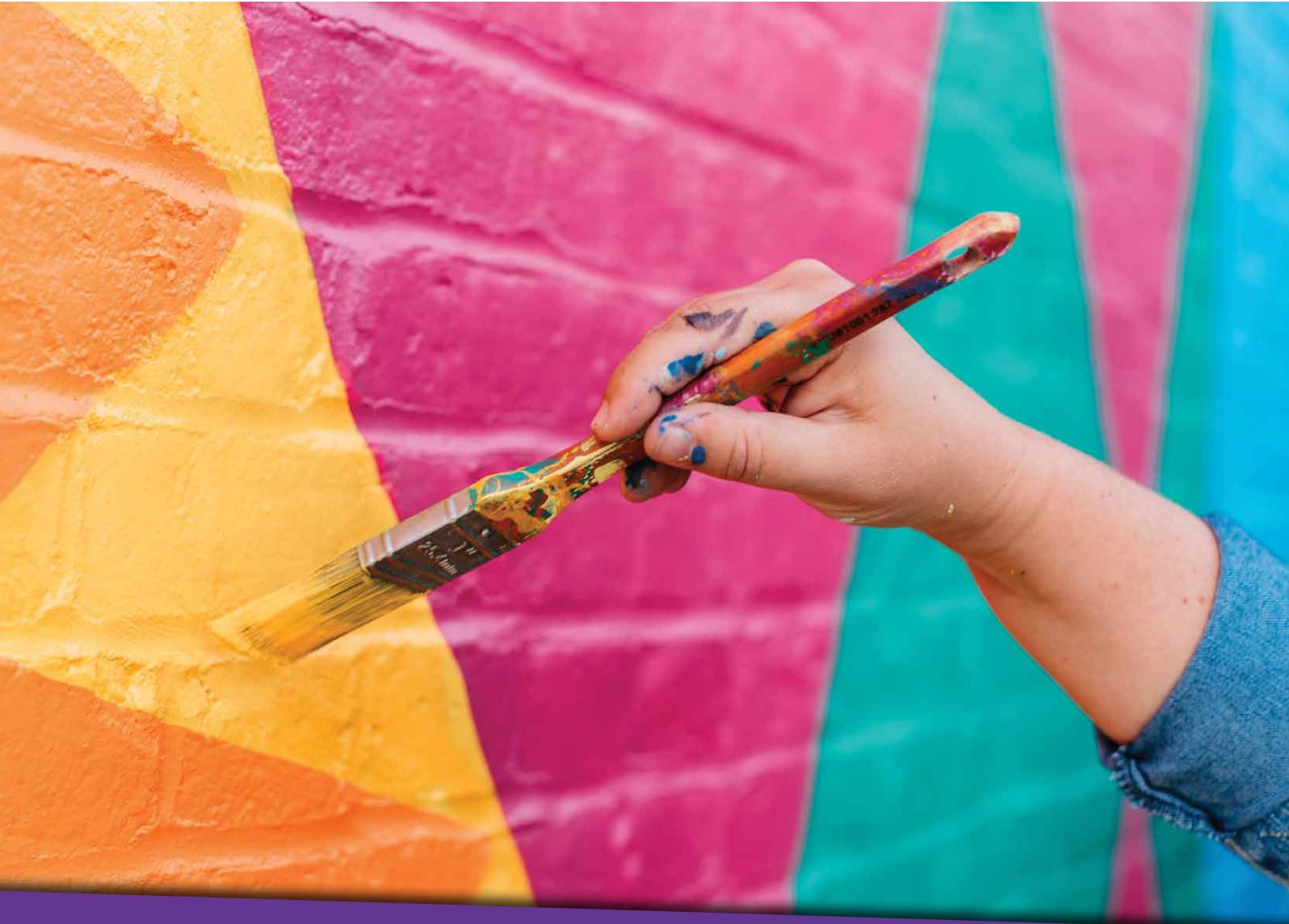




Queensland

Mental Health  
Week



# Queensland Mental Health Week (QMHW) Community Events Grant Program 2023 Grant Guidelines



*Funded by*

Queensland  
Mental Health  
Commission



*Administered by*

CHECKUP

## Acknowledgements

The Queensland Mental Health Commission and CheckUP Australia respectfully acknowledge the Traditional Custodians of the land on which we work and live and recognise their continuing connection to the land, water, and community. We pay respect to Elders past and present and future leaders. We acknowledge any Sorry Business that may be affecting individuals, families, and communities.

We also acknowledge people living with mental health challenges, problematic alcohol and other drugs use, as well as those impacted by suicide, their families, carers and support people. We commend their resilience, courage, and generosity of time and spirit in sharing their personal stories, experiences, and views about what works and what needs to change.

Within this guide are photographs taken at events that received funding from the Queensland Mental Health Week Community Events Grant Program in 2022. We thank the organisations and respective photographers who shared these with images with us, allowing us to reproduce them. We acknowledge their efforts and dedication to raising awareness of mental health.



## Disclaimer

The authors have taken reasonable steps to ensure the publication is correct at the time of publication. Submission of an application does not guarantee funding and any direct or consequential loss or damage suffered because of reliance on this publication is the user's sole responsibility.

The costs of preparing an application are borne by the applicant and successful funding does not indicate support for future applications to the Queensland Mental Health Commission or CheckUP Australia.

## Funding opportunity

Opening date:	9:00 am AEST on Wednesday 26 April 2023
Closing date:	5:00 pm AEST on Friday 26 May 2023
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 24 May 2023 to <a href="mailto:info@qldmentalhealthweek.org.au">info@qldmentalhealthweek.org.au</a> or via 07 3105 8300.
Type of grant opportunity:	Open competitive

# Table of Contents

About these guidelines.....	4
Queensland Mental Health Week objectives .....	4
Grant Program priority areas .....	5
Grant amounts .....	5
Examples of previously funded activities and events.....	7
Eligibility.....	8
Who is eligible to apply? .....	8
Who is not eligible to apply?.....	8
Eligible grant activities and expenditure.....	9
Ineligible grant expenditure.....	9
Ineligible grant activities.....	9
Selection criteria.....	10
Key dates.....	11
Application process and requirements .....	12
Apply via SmartyGrants .....	12
What will you need to apply.....	12
Partnerships and other funding.....	13
Grant selection and notification process.....	14
Assessment of grant applications .....	14
Notification of application outcomes.....	14
Feedback on applications .....	14
Grant payments.....	15
GST information.....	15
Applications via auspice.....	15
Acknowledgement of funding.....	16
Event registration requirement.....	16
Keeping us informed .....	16
Grant agreement variations.....	16
Reporting requirements .....	17
Disclaimer and regulatory requirements.....	17
Data collection and privacy.....	18
Probity .....	18
Glossary.....	19
Further information.....	19



## About these 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 in 2023.

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.

For any questions about the program, not covered in this guide, please contact the Grant Program administrator CheckUP Australia by calling 07 3105 8300 or emailing [info@qldmentalhealthweek.org.au](mailto:info@qldmentalhealthweek.org.au)

## Queensland Mental Health Week objectives

QMHW is an annual awareness initiative that aims to shine a spotlight on individual and community mental health and wellbeing, increase awareness of mental health challenges, and celebrate the contribution of the mental health and community sectors.

QMHW encourages all of us to think about our mental health and wellbeing, regardless of whether we may have a lived experience of mental health challenges or not, and encourages help seeking behaviours, when needed. It provides a chance to promote activities and ideas that can have a positive impact on our daily lives and the lives of others.

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 2023, QMHW will be held from Saturday 7 October to Sunday 15 October, with the theme, 'Awareness, Belonging, Connection.'**



Awareness



Belonging



Connection



## Grant Program priority areas

One-off grants will be available in 2023 to support events to be held in Queensland to celebrate the week. The Grant 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 health challenges, 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 are lesbian, gay, bisexual, transgender, intersex, questioning, asexual, or queer (LGBTIQ+)
- other groups at risk of marginalisation (e.g. people with disability, young people, and older people).

## Grant amounts

A total funding pool of up to \$100,000 (ex GST) is available for the delivery of events during QMHW in 2023. To maximise funding opportunities, the Grant Program will support a range of initiatives of varying amounts of funding. Consideration will be given to fund applications submitted from a breadth of geographical locations in Queensland to ensure support is provided for community events across urban, regional, rural and remote areas.

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

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

**An organisation may submit up to two grant applications.** However, each application must be for a different initiative with different objectives and activities. If an organisation would like to roll-out an event with the same objectives and activities, across more than one geographical location, they are able to apply for one of the higher grant amounts (i.e. \$1,000 or \$3,000). They should include in the event summary that they are proposing to host events in multiple locations.

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 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 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 event	You may wish to apply for a grant for events or activities that are for a specific demographic (e.g. consumers, carers, LGBTIQA+ community, new mothers, older Queenslanders, or students and educators at a school). 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

**Please note**

- 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.
- 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.
- The predominant reason for the event must not be to fundraise for or promote the applicant organisation.
- The Assessment Panel has discretion to award another amount to an eligible application.





## Examples of previously funded activities and events

In the past, activities and events that promote mental health awareness, and foster social inclusion, belonging and connection have been funded.

Your event could feature guest speakers talking about different mental health and wellbeing topics, centre around the arts, or focus on activities that boost mental health, using the QMHW theme as inspiration. We encourage creativity and innovation!

Many of the larger events that have been funded by the Grant Program in the past have featured speakers with lived experience and included stalls with mental health organisations sharing information about what services are available locally.

Past examples include:

- Affirmation and gratitude walls
- Art and music therapy classes
- Art competitions and exhibitions
- Basket weaving
- Breakfasts, BBQs and morning teas with guest speakers and story sharing sessions
- Classroom and whole of school activities
- Craft sessions, including the creation of hand-painted banners
- Cooking demonstrations from nutritionists and bush tucker sessions
- Dance classes
- Dramatherapy
- Equine-assisted therapy sessions
- Gardening
- Live music
- Mindfulness activities
- Mural painting
- Nature drawing
- Poetry readings
- Psychologist meet-and-greets
- Scavenger hunts and obstacle courses
- Screen printing with positive mental health messages
- Smoking ceremonies
- Stalls in high-traffic areas within the community providing mental health resources
- Talks on relevant local community topics, including mental health and wellbeing strategies, nutrition, disaster and community recovery,
- Totem design
- Walking, yoga, group fitness, tai-chi and pilates sessions
- Wellbeing packs, including information on local supports
- Workshops, webinars and video podcasts
- Yarning circles



## Eligibility

### Who is eligible to apply?

The organisation (or auspice organisation) applying for a grant must be:

- ✓ able to enter into a legally binding and enforceable agreement the grant administrator;
- ✓ a not-for-profit or non-government organisation and have an active ABN;
- ✓ currently based or operating within a Queensland community;
- ✓ have the appropriate type and level of insurance for the event/activities that are proposed in the grant application;
- ✓ willing to agree to the terms and conditions of the funding agreement; and
- ✓ one of the following entity types:
  - a company/association incorporated in Australia
  - a registered charity or not-for-profit organisation
  - a trustee on behalf of a trust
  - local council
  - Indigenous Shire Council
  - Indigenous Knowledge Centre
  - an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and / or Torres Strait Islander) Act 2006
  - Parents and Citizens association
  - Independent or faith-based school.

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.

### Who is not eligible to apply?

Applicants are not eligible to apply if they are:

- ✗ an individual;
- ✗ a sole trader or partnership;
- ✗ a political or religious organisation (excluding religious not-for-profits that deliver community services and faith-based schools)
- ✗ a state, territory or Australian government agency/entity (including state primary and high schools who should apply via their Parents and Citizens associations);
- ✗ an unincorporated association;
- ✗ an International Entity;
- ✗ involved with the tobacco, alcohol or gambling industries;
- ✗ an organisation that has already received sponsorship funding for the proposed event from the Queensland Mental Health Commission;
- ✗ an organisation with outstanding contractual or financial obligations (including reports, acquittals) for any Queensland Mental Health Commission funded initiatives/programs; or
- ✗ an organisation subject to current or impending legal action which could impact its financial viability.

## Eligible grant activities and expenditure

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 proposed event must demonstrate a clear benefit to the community in alignment with the QMHW objectives. 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 expenditure

Grant funding cannot be used for:

- ✗ fundraising, organisational running costs, staff salaries, project management consultants, capital works, major equipment, or assets
- ✗ administration fees, including phone and postage charges
- ✗ computers or computer software
- ✗ gifts of any sort or raffle prizes
- ✗ costs otherwise not attributable to the implementation of your event.

## Ineligible grant activities

Grant funding cannot be used for events:

- ✗ outside of Queensland
- ✗ that are primarily commercial or fundraising ventures
- ✗ that promote or involve the use of alcohol, tobacco or gambling
- ✗ the focus on product endorsements, branding, or advertising
- ✗ that do not recognise or respect the diversity of individuals, families, communities, or cultures
- ✗ that support or oppose a political organisation or involve political or lobbying activity
- ✗ that are considered high risk or contravene the Queensland Mental Health Commission's policies or policy intent
- ✗ that seek to deliver or provide services that the applicant routinely provides
- ✗ duplicate existing government and/or non-government programs or projects
- ✗ are considered to be the core responsibility of other Australian, state, territory or local government bodies.



## Selection criteria

Applications 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><b>Hint:</b> 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 health challenges, carers, and/or at-risk groups will be highly regarded, as will events that adopt a collaborative approach.</p> <p><b>Hint:</b> 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><b>Hint:</b> 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 mental health challenges and their carers?</p>	40%
Implementation	<p>This criterion relates to how the idea will be implemented.</p> <p><b>Hint:</b> 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%



## Key dates

Please refer to the process map below for details on the different stages of the grant process and relevant key dates.

Grant opportunity opens  
9:00 am AEST on Wednesday 26 April 2023

Program closes to applications  
5:00 pm AEST on Friday 26 May 2023

Assessment of applications against eligibility criteria and selection criteria completed  
Approximately 5 weeks from the closing date

Approval of Assessment Panel recommendations by decision-maker  
Approximately 7 weeks from the closing date

Grant outcome notification  
Approximately 8 weeks from the closing date

Deadline for grantees to register their events on the QMHW website  
5:00 pm AEST on Friday 15 September 2023

Delivery of funded initiative by grantee  
The funded event/s must be held during QMHW (**Saturday 7 October to Sunday 15 October 2023**),  
or another time during the month of October 2023.  
Funding is for one-off time-limited initiatives and is not intended for ongoing funding.

Acquittal reports due from grantees  
5:00 pm AEST on Friday 17 November 2023



## Application process and requirements

### Apply via SmartyGrants

Organisations can apply for a grant online between 9:00 am AEST on Wednesday 26 April 2023 to 5:00 pm AEST on Friday 26 May 2023 via SmartyGrants.

To apply, the applicant must:

- Read and understand these guidelines;
- Complete the online application form via the SmartyGrants online portal. This link is available via <https://checkup.smartygrants.com.au>; and
- Submit the online application ensuring:
  - all sections of the online application are complete; and
  - the application is approved by an officer that is legally authorised to enter into contracts on behalf of the applicant organisation or other relevant position.

To access the application form on SmartyGrants, you will need to sign up for a free SmartyGrants account or use your organisation's existing account. CheckUP will not provide application forms or accept applications for this grant opportunity by email, fax, or mail.

### What will you need to apply

Details you will need to complete the SmartyGrants application form 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)
- an outline of your proposed budget for what you will spend the grant funding on.

Please note that Parents & Citizen associations applying for funding for an event hosted at a state primary or secondary school should ensure they provide the ABN for the P&C, not the school's ABN.

We also recommend that you:

- consider the selection criteria when completing the application
- start filling in the application early to ensure you can submit it before the deadline
- check the word limit 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.

#### Please note

- Applicants cannot change details in the SmartyGrants form after submitting it.
- Applicants will not be able to submit their application after the closing date and time.
- 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.
- Applications that are incomplete will not be assessed.
- Organisations that do not meet the eligibility criteria will not have their applications assessed.
- In case of technical difficulties in submitting the application online, please get in touch with CheckUP as soon as possible and before 5:00 pm AEST on the closing date.



## Partnerships and other funding

Applicants are encouraged to consider partnering with local councils, community partners, companies and/or the not-for-profit sector where possible to assist in the design, delivery and promotion of their event and in turn strengthen outcomes.

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

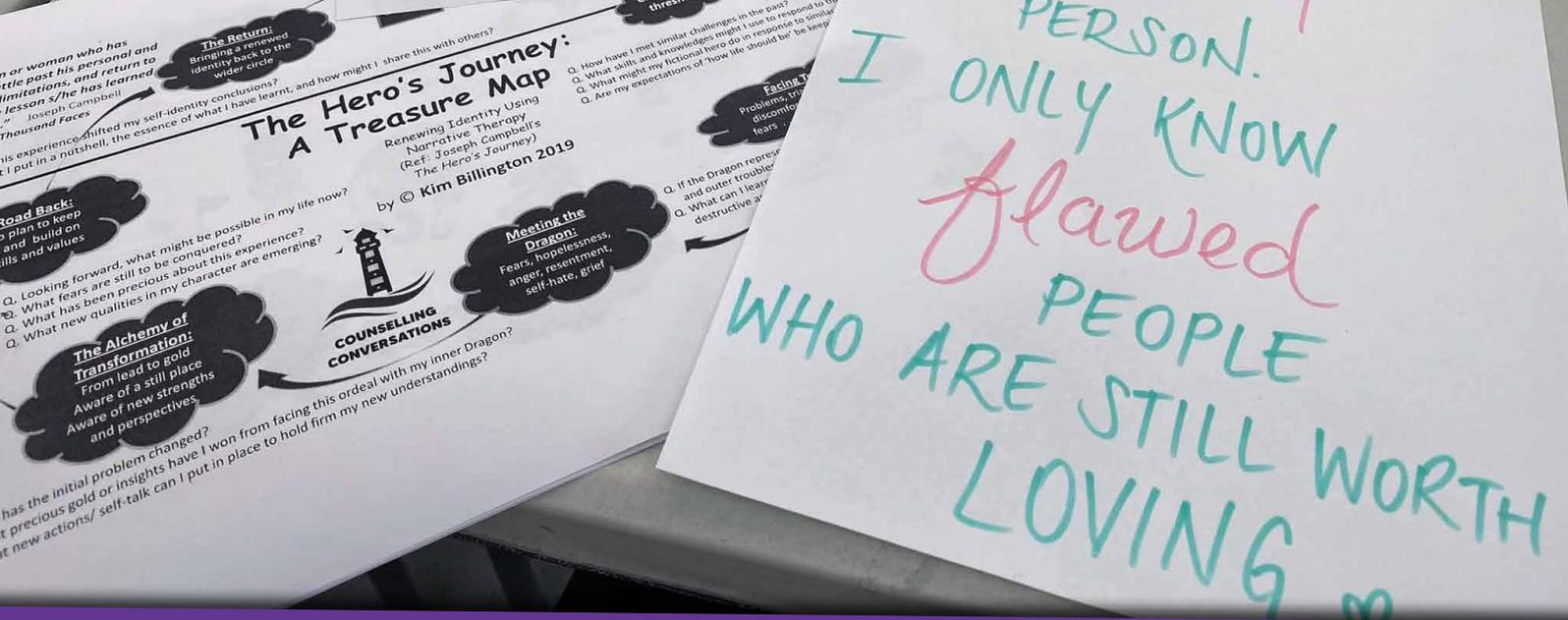
Multiple organisations are not permitted to apply for grant funding for the same event. If a consortium is planning an event, please ensure you discuss which organisation is applying to ensure there aren't multiple submissions.

Applicants must disclose in the application form whether any aspect of the event has either:

- received funding through another Queensland Government funding program; or
- been included in an application for funding through another Queensland Government funding scheme or with another funding body that may currently be under consideration.

Where there is a potential overlap of funding, applicants should demonstrate how funding from the QMHW Community Events Grant Program will expand on the scope of the event.





## 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.

An Assessment Panel will be established by CheckUP and may include a mix of experts from the sector, government officers with relevant specialist expertise, and community/consumer representatives. The Assessment Panel will consider the following factors during deliberations:

- 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 application 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 applications

A feedback summary will be published on the [QMHW 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.

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 notification email.

## 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. For example, if you are registered for GST and are successful in obtaining a \$500 grant, you will receive \$50 GST, so a total of \$550.

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.

## Applications via auspice

If your organisation or group is not incorporated or not covered by sufficient insurance to carry out the event you would like to propose, you could approach a sponsoring organisation, such as your local council, to act as an auspice. 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.



## Acknowledgement of funding

Successful organisations will be provided with the required text and government logo to be used to acknowledge funding across all promotional and marketing materials related to the event.

## Event registration requirement

All successful grantees must register their event/s on the [QMHW website events calendar](#) by 5:00 pm AEST on Friday 15 September 2023 at the latest. Events can be listed as either public or private.

## Keeping us informed

CheckUP needs 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 organisation's name, addresses, nominated contact details, and bank account details.

### Grant agreement variations

We recognise that unexpected events may affect your 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

The receipt of public funds means grant recipients must be accountable for reporting and expenditure. Grantees are to complete and submit an acquittal form through SmartyGrants by 5:00 pm AEST on Friday 17 November 2023 providing a brief overview of the grant activities they undertook. This includes copies of any receipts for individual purchases 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 Grant Program was in achieving its outcomes. Subsequently, a report on grant outcomes will be provided by CheckUP to the Queensland Mental Health Commission.

## Disclaimer and regulatory requirements

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

The grantee will take sole responsibility for the event. 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 QMHW 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.

Endorsement and provision of funding under this Grant Program does not negate the need for applicants to obtain all necessary and required regulatory approvals. However, proposed events are not required to have received all necessary and required approvals prior to applying.



## Data collection and privacy

General Practice Queensland Limited ACN 123 426 111 trading as CheckUP Australia (CheckUP) is committed to protecting your privacy in accordance with the Privacy Act 1988 (Cth) (Privacy Act). CheckUP will collect personal information from applicants to enable us to contact you in relation to your application. If you choose not to provide all or part of the requested personal information, then we may be unable to assess, consider and approve your application. CheckUP sometimes discloses this kind of personal

information to the Queensland Government, including the Queensland Mental Health Commission and Queensland Members of Parliament. Our privacy policy available on [our website](#) contains information about how you may access the personal information held by us, seek the correction of that information, how you may complain about a breach of the APPs and how we will manage any complaint made by you. CheckUP may not disclose this kind of personal information to overseas recipients.

## 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 [QMHW 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.
event/grant activity	refers to the event/project/initiative that the applicant organisation is proposing.
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	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.

## Further information

Any enquiries can be directed to CheckUP as follows:

**Email:** [info@qldmentalhealthweek.org.au](mailto:info@qldmentalhealthweek.org.au)

**Phone:** 07 3105 8301



Awareness



Belonging



Connection



Featured on this page is an abridged version of the artwork 'Stronger connection creates strong health' by proud Mayi woman Leah Cummins.

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The 2023 QMHW Community Events Grant Program is administered by CheckUP and made possible through funding from the Queensland Mental Health Commission.