

# Frequently Asked Questions

## Lived-Living Experience (Peer) Workforce Grants

### 1. Application Scope and Eligibility

#### **1.1 Can we apply for less than \$500,000 and are there any guidelines on the maximum amount per grant application?**

As per Section 5 of the grant guidelines, the grant program has a total of \$2.5 million in available funds, with grants starting from \$500,000 for initiatives delivered up to June 30, 2027. We have set the minimum amount of funding at \$500,000 per application to support collaboration and partnerships between multiple parties. We have not set a maximum amount of funding per application to encourage collaborations that may have a broader reach and impact across multiple identified priority areas and workforce needs.

#### **1.2 We have already been funded as part of Wave 1 in the Lived-Living Experience (Peer) Workforce funding allocations, can we apply again?**

Organisations funded in Wave 1 allocations are welcome to apply again through the Lived-Living Experience (Peer) Workforce Grants. Applicant organisations or partnerships may make more than one application; however, each application must be for a separate initiative and not duplicate proposed activities. The intention for this allocation of funding is to address identified gaps avoiding duplication. Proposed initiatives building upon existing work must have broader applicability and impact beyond individual organisations and/or specific locations.

#### **1.3 We have an designated Lived-Living Experience member on our board. Can we apply as the lead party?**

All proposed initiatives must be Lived-Living Expertise-led, as outlined in section 4.4 of the guidelines. Proposals will need to demonstrate how Lived-Living Expertise will be leading the initiative. If your organisation does not have a designated and established Lived-Living Experience team who will be leading the work, you may consider partnering with a Queensland based established and recognised Lived-Living Expertise governed, managed, and operated entities. Non-government organisations with a designated and established Lived-Living Expertise team, who have effectively embedded Lived-Living Expertise governance processes and can demonstrate the Lived-Living Expertise teams will be leading the initiative, will also be considered.

#### **1.4 We have a designated Lived-Living Experience team, but we are not a Lived-Living Experience governed, managed or operated entity, can we apply to be the lead party?**

The lead party applying/entering a contract with the Commission must be Lived-Living Expertise led, as outlined in section 4.4 of the guidelines. The proposal will need to demonstrate how Lived-Living Expertise will be leading the initiative. If your organisation has a designated Lived-Living Experience worker/team, however has not effectively embedded Lived-Living Expertise governance processes that can be demonstrated, you may consider partnering with a Queensland based established and recognised Lived-Living Expertise governed, managed, and operated entities.

#### **1.5 Can a national organisation apply for the funding for their Queensland programs?**

To be eligible, an organisation needs to have a Queensland based operation with established staff and service. Initiatives must be delivered in Queensland and be Lived-Living Expertise-led (as outlined in section 4.4 of the grant guidelines).

### **1.6 Can we offer the initiative to multiple priority groups at the same time?**

Yes, your initiative can target more than one priority group. It's important to design all initiatives for implementation in Queensland and ensure they align with Recommendation 54: Expand and regulate Queensland's Lived Experience (Peer) Workforce. To be eligible, your initiative must focus on at least one of these priority groups: Aboriginal and Torres Strait Islander communities, AOD, mental health and/or suicide prevention sectors, and rural and remote communities. For more information, refer to section 4.3 of the guidelines.

### **1.7 Can the same initiative be delivered across multiple specialist service areas- e.g. AOD, Mental Health, Suicide Prevention?**

Yes - Initiatives can be replicated across specialist's service areas, running parallel to each other. We have invited high collaboration so that specialist organisations can partner with each other, to deliver coordinated work across the sector, tailoring initiatives to each of their community's specialist needs.

### **1.8 Can we propose one of the example initiatives provided in the workforce needs section of the briefing session?**

Yes, you can apply to complete one of the workforce needs examples provided in the briefing session. These priority workforce needs were identified through consultation with Queensland Lived-Living Experience peaks and other Lived-Living Experience stakeholders the Commission have engaged and partnered with through our work across Queensland communities, as well as undertaking internal scoping. Applications that do not involve one or more of the identified workforce needs will not be excluded from consideration; however, initiatives that address these needs are encouraged. Information regarding workforce needs can be found in section 4.3 of the grant guidelines and example initiatives are provided in the briefing session 15 minutes into the recording.

### **1.9 Can you please clarify what would be considered a duplication of existing programs/initiatives/products or services?**

Activities that duplicate existing programs, initiatives, products, or services in the same location refers to a product/program that already exists and operates within the same region or one that has been supported by another funding source. The intention for this allocation of funding is to address identified gaps avoiding duplication. Proposed initiatives building upon existing work must have broader applicability and impact beyond individual organisations and/or specific locations.

### **1.10 The briefing session recording says these grants are for work until July 30, 2027, however the grant guidelines say June 30, 2027. Which date is correct?**

As per Section 10 of the grant guidelines, the correct date for completion of work is June 30, 2027. The date July 30, 2027, was mentioned during the briefing session in error, 19 minutes into the recording.

### **1.11 Can you provide further detail on the expected frequency and format of progress reports, financial acquittals, and any evaluation deliverables throughout the funding period?**

As per section 14.3 of the grant guidelines, a successful applicant entering a contract with the Commission will provide regular (at least quarterly) formal progress and financial reports on the funded initiative and will provide a detailed final written report on the initiative at its conclusion. All work must be delivered by 30 June 2027. Further details of the reporting schedule will be established with successful applicants and documented in contracts. The Commission will provide successful applicants with a suite of reporting templates.

## 2. Partnerships and Collaborations

### 2.1 Can my organisation be in multiple partnerships/ be the lead party across several initiatives?

Organisations can partner/be the lead party on more than one initiative/application; however, each application must be for a separate initiative and not duplicate proposed activities.

### 2.2 Do all partners for the project need to be confirmed prior to submission, or is being in ongoing discussions with potential partners sufficient?

The Commission will negotiate and contract with the one lead party, enabling this party to lead the partnership through arrangements including but not limited to a MOU or sub-contracting agreements. All costings for partnerships and high-level collaborations should be clearly calculated and articulated in your budget proposal. Prior to the finalisation and execution of the contract, the Commission reserves the right to request further information, which may include liaising with proposed partner organisations.

## 3. Engaging people with lived-living experience

### 3.1 Can you please provide a little more context around 'paid participation'?

The Commission considers it critical that people with lived-living experience, their families, kin, unpaid carers and other supportive people are partners in the proposed initiative's development, implementation and evaluation. Proposed initiatives must include a commitment to and a plan for paid participation. The Commission's policy for paid participation is currently under review. The Commission suggests aligning your paid participation budget to current industry standards such as Health Consumers Queensland's - Remuneration and reimbursement of consumers position statement. [HCQ-Remuneration-Position-Statement-Effective-1-July-2024-V02.pdf](#)

## 4. Guidance and Support

### 4.1 Can the Commission's Lived-Living Expertise team or other Commission members help with questions about our application or give advice on our proposals?

To keep things fair and unbiased, the Lived-Living Expertise team and other Commission members can't meet with you directly about the grants to provide advice or answer questions. If you have any questions, please email them to [QMHCLLEteam@qmhc.qld.gov.au](mailto:QMHCLLEteam@qmhc.qld.gov.au).

The Lived-Living Expertise team will respond to your question via email and update this FAQ document with responses to common questions. When this FAQ document is updated, an email notification will be sent to all people who registered for the briefing session. If you did not register for the briefing session and would like to receive these email updates, let us know by emailing [QMHCLLEteam@qmhc.qld.gov.au](mailto:QMHCLLEteam@qmhc.qld.gov.au)

### 4.2 We want to connect with key stakeholders and regional community organisations. If we don't hear back from those we've already reached out to, can we ask the Commission for networking or promotional help in our application?

To ensure a fair process, the Commission cannot offer extra support that might favour any specific application.

## 5. Financial and Administrative Details

### 5.1 Does a successful grant notification mean we automatically get funded through a contract?

Successful applicants will be invited into a negotiation period with the Commission; successful negotiations will progress into drafting contracts and move to execution of contracts in early September 2025.

### 5.2 Can we budget for collaboration time in our partnerships?

Applicants must include a proposed budget ensuring the initiative is appropriately resourced, including appropriate resourcing for the level of collaboration with partner organisations and people with lived-experience outlined in the proposal.

### 5.3 How do we budget for the unknown number of participants potentially travelling to attend focus groups?

Your methodology for consultation should have a clear and structured plan for the level of paid participation required throughout the initiative and an appropriate budget included in the budget proposal. The Commission suggests aligning your paid participation budget to current industry standards such as Health Consumers Queensland's - Remuneration and reimbursement of consumers position statement. [HCQ-Remuneration-Position-Statement-Effective-1-July-2024-V02.pdf](#)

### 5.4 Will we be able to purchase required equipment (e.g. phone, computer, IT etc.) for a new role designated to the initiative?

In line with section 7 of the grant guidelines, these items are not excluded. The panel will consider overall value for money when evaluating applications.

### 5.5 Will a financial report or an audit at the end of the grant be needed?

Program recipients will be required to provide regular financial acquittal reporting, and financial statements. Please refer to section 14.3 of the guidelines regarding reporting requirement for successful applicants.

## 6. Submitting an Application

### 6.1 The SmartyGrants application form shows different questions to the assessment criteria provided in the grant guidelines. Should we structure responses as per the application questions or as per the assessment criteria?

To reduce the length of the application form, each question summarises the assessment criteria. In the 'hint section' of each application question, we have indicated which of the mandatory or assessment criteria the question relates to. Responses should be structured to align with the indicated assessment criteria as per the Grants Guidelines.

### 6.2 I am having trouble using the SmartyGrants application form, where can I get help?

If you need help using the SmartyGrants application form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#). You can also contact our Senior Business Support Officer (Procurement and Grants) on 1300 855 945, or email [contracts@qmhc.qld.gov.au](mailto:contracts@qmhc.qld.gov.au).

## 7. Further Information

If you have any further questions, please detail them in an email to the Lived-Living Expertise Team on [QMHCLLEteam@qmhc.qld.gov.au](mailto:QMHCLLEteam@qmhc.qld.gov.au) or contact our Senior Business Support Officer (Procurement and Grants) on [contracts@qmhc.qld.gov.au](mailto:contracts@qmhc.qld.gov.au).

Whilst we are unable to modify the parameters outlined in the grant guidelines, we welcome your feedback.

Any questions submitted before Friday 20 June 9:00AM AEST, will be responded to prior the grants closing date Monday 23 June 2025 3:00PM AEST.

Last updated 18 June 2025.