

Application No: _____ (Office use only)



Queensland Mental Health Week

Community Events Grant Program

Guidelines

August 2017

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

About the grants

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

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

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

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

About Queensland Mental Health Week

Queensland Mental Health Week raises awareness of mental health and wellbeing among Queenslanders during the week of 8–14 October 2017 through a range of events and activities across the State.

The theme for 2017 is to *value mental health*.

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

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

A range of event ideas, information and resources for QMHW is available on the Queensland Mental Health Week website.

Events are required to be registered on the QMHW website at www.qldmentalhealthweek.org.au.

Grants for 2017–18

Grants of up to \$2,500 (excluding GST) will be offered, with a total investment of \$85,000 to cover or contribute to costs for events and activities including:

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

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

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

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

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

Eligibility

Organisation eligibility

Incorporated bodies, including non-government organisations, local governments and companies are eligible to apply for a grant under the grant program for registered QMHW events and activities.

The following *are not eligible for a grant*:

- individuals
- political or religious organisations
- organisations that receive any form of funding from tobacco or alcohol companies or their related foundations, either directly or indirectly
- state, territory and Australian government agencies.

Eligible QMHW events or activities

Events or activities will be eligible to receive a grant if they occur in Queensland Mental Health Week (8-14 October 2017); do not require recurrent funding and are registered on the QMHW website:

www.qldmentalhealthweek.org.au.

Only one grant is permitted per event. Events must occur in Queensland.

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

- promote or involve the use of alcohol or other drugs
- include product endorsements
- do not recognise or respect diversity of individuals, families, communities or cultures
- include funding to purchase capital works, infrastructure projects or major equipment/assets
- support fundraising or the general operating costs of an organisation

- are considered high risk or contravene the Commission’s policies or policy intent
- seek to deliver or provide services that the organisation or other organisations routinely provide or are part of an organisation’s ongoing and existing service delivery
- duplicate existing government and/or non-government programs or projects
- are the responsibility of Australian or Queensland Government agencies to deliver
- involve funding to a third-party to implement the event or activity
- are not covered by appropriate public liability insurance (details of public liability insurance must be included on the Grant Application Form).

Assessment

Assessment criteria

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

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

How applications will be assessed

1

Compliance and eligibility screening

Applications will first be assessed to ensure they are complete and meet all the eligibility criteria in these guidelines.

2

Assessment

An Assessment Panel will consider compliant and eligible applications by:

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

3

Decide successful applications

Successful applicants will be decided and approved from recommendations provided through the Assessment Panel evaluation report.

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

When will the successful grants be announced?

Applicants will be advised in writing whether they have been successful by **15 September 2017**.

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

A public announcement of successful applicants is planned for 17 September 2017. This will include publishing information about events or activities receiving funding under the Queensland Mental Health Week Community Events Grant on the Queensland Alliance for Mental Health, Queensland Mental Health Week and Queensland Mental Health Commission's websites.

Apply

How to apply



To apply for a grant, you must email a completed Queensland Mental Health Week Community Event Grant Application Form to projects@qamh.org.au by 5:00pm on **Friday, 1 September 2017**.

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

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

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

- ✓ a completed and signed Community Event Grant Application Form (total file size must be less than 10MB).

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

CLOSING DATE

Applications close at 5.00pm on Friday, 1 September 2017