Suicide Prevention Grants Program

The Guidelines cover:

1. Overview

2. Information about the program
   2.1 What will be funded by the grant agreement
   2.2 Examples of evidence based suicide prevention training
   2.3 Funding may be used for
   2.4 Funding may not be used for
   2.5 Managing risk
   2.5 Assessment criteria

3. Application process
   3.1 Who can apply
   3.2 Who cannot apply
   3.3 How to apply
   3.4 Assessment and notification process
   3.5 Successful applicants

4. For further information
1. Overview

The Suicide Prevention Grants Program is an initiative of the Mental Health Commission (MHC) to support suicide prevention activities that are locally-authored, tailored to communities and provide sustainability. These activities align with the state-wide suicide prevention strategy, *Suicide Prevention 2020: Together we can save lives* (Suicide Prevention 2020). The purpose of this Suicide Prevention Grants Program Round, open from 27 August to 29 September 2017, is for the provision of suicide prevention training activities conducted between 1 February 2018 to 31 January 2019 (12 month grant agreement). Funding of up to $20,000 (GST exclusive) is available for successful grant agreement recipients to implement the suicide prevention training activities.

Before completing an application please familiarise yourself with the:

1. Suicide Prevention Grants Program Guidelines (this document);
2. Suicide Prevention Grants Program Evaluation document;
3. Suicide Prevention Grants Program Application;
4. Example Grant Agreement template and terms and conditions; and
5. Contact the MHC funded Suicide Prevention Coordinator (the Coordinator) for your region to discuss your project before completing the application web form, contact details are below.

**Applications for this round of the Suicide Prevention Grants Program open 9:00am on Sunday, 27 August 2017 and close 5:00pm on Friday, 29 September 2017. Applications received after this date and time will not be accepted.**

The role of the Coordinators is to act as the central point of communication in relation to all local suicide-related issues and will support the implementation of the Suicide Prevention 2020 action areas across agencies and communities within their region.

The Coordinators will not have a role in deciding which applications are successful. However, they will be able to advise you of the identified needs for their respective regions.
The Coordinator contact details are as follows:

<table>
<thead>
<tr>
<th>Coordinator</th>
<th>Region</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Kusters</td>
<td>Goldfields</td>
<td>9021 3069</td>
</tr>
<tr>
<td>Ben Headlam (Manager)</td>
<td>Great Southern</td>
<td>9892 2100</td>
</tr>
<tr>
<td>Sue Luketina</td>
<td>Kimberley</td>
<td>9194 2640</td>
</tr>
<tr>
<td>Raffael Di Bartolomeo</td>
<td>Metropolitan – East</td>
<td>6252 0420</td>
</tr>
<tr>
<td>Brad Ibister</td>
<td>Metropolitan – North</td>
<td>6252 0420</td>
</tr>
<tr>
<td>Alisa Ranson</td>
<td>Metropolitan – South</td>
<td>6252 0420</td>
</tr>
<tr>
<td>Isabel Ross</td>
<td>Midwest</td>
<td>9956 2424</td>
</tr>
<tr>
<td>Denise Nitschke</td>
<td>Pilbara</td>
<td>9174 4808</td>
</tr>
<tr>
<td>Shelley O’Brien, Kendra Grace</td>
<td>South West</td>
<td>9721 9256</td>
</tr>
<tr>
<td>Jo Drayton</td>
<td>Wheatbelt</td>
<td>0436 000 514</td>
</tr>
</tbody>
</table>
2. Information about the program

The Suicide Prevention Grants Program is an initiative to support suicide prevention activities that are locally-authored, tailored to communities and provide sustainability. These activities align with the state-wide suicide prevention strategy, *Suicide Prevention 2020: Together we can save lives* (Suicide Prevention 2020).


The Suicide Prevention Grants Program provides funding through 12 month Grant Agreements with local governments and not-for-profit community service organisations to implement projects that support suicide prevention activities. These activities should contribute to the following outcomes for participants, and subsequently the wider community:

- Improved health literacy surrounding mental health and wellbeing and suicide;
- Reduced social stigma associated with poor mental health and wellbeing and suicide; and
- Increased ability to seek help for oneself or someone else.

This Suicide Prevention Grants Program round is specifically aimed at achieving these outcomes through suicide prevention training activities.

2.1 What will be funded by the grant agreement?

Funding of up to $20,000 is available for suicide prevention training activities, undertaken over the course of 12 months, which contribute to the achievement of the outcomes outlined above. The set implementation period for the 12 month Grant is for the period 1 February 2018 to 31 January 2019.

Successful applicants will deliver evidence-based suicide prevention training with a focus on one or more of the priority populations identified in Suicide Prevention 2020. The priority populations include:

- People who have attempted suicide;
- People who have been bereaved by suicide;
- Aboriginal and Torres Strait Islander (ATSI) people;
- Lesbian, gay, bisexual, trans, and/or and intersex (LGBTI) people;
- People from culturally and linguistically diverse (CaLD) backgrounds;
- People living in rural and remote areas;
- People in the justice system;
- First responders;
- Men across the lifespan; and
- Young women.
2.2 Examples of evidence based suicide prevention training

A range of evidence based suicide prevention training programs are available, these include:

- Standard Mental Health First Aid (MHFA)
- Aboriginal and Torres Strait Islander MFHA
- Youth MHFA
- teen MFHA
- Applied Suicide Intervention Skills Training (ASIST)
- safeTALK
- Gatekeeper Training
- Question, Persuade, Refer (QPR) Gatekeeper Training
- Other (please specify)

Please note applications requesting other types of suicide prevention training will be considered, provided they are evidence based and supported by quality evaluation.

2.3 Funding may be used for:

A range of items that are directly related to the delivery of suicide prevention training, this includes:

- employing accredited training facilitators;
- resource materials, for example manuals;
- equipment/venue hire;
- transport, travel or accommodation;
- healthy food and non-alcoholic beverages provided on the training day; and
- minor administration costs to coordinate and facilitate the training day, for example postage, phone, and printing.

2.4 Funding may not be used for:

- infrastructure and capital equipment;
- ongoing operating costs of the organisation or costs not directly related to project delivery;
- retrospective costs (any money spent before a grant is approved);
- fundraising;
- staff wages; and
- the cost of prizes or gifts.
2.5 Managing risk

Discussing mental health issues and suicide can be challenging. It is important to make sure it is done in a safe and supportive environment with appropriate consideration to what can be done if things don’t quite go to plan. Steps you can take to ensure the safety of your participants and facilitators could include providing support services at the training and or links to ongoing support services post training. For example, refer people to support phone lines such as beyondblue or Lifeline.

Risk management also applies to the delivery of your project in general. You must consider what could potentially go wrong with your project and have a plan to manage the risk. This plan should clearly set out how you will respond in the event that an incident or challenge occurs.

How you address and manage risk will be one of the criteria against which your application will be assessed.

2.6 Assessment criteria

Each application will be assessed against the following criteria:

- The project delivers evidenced-based suicide prevention training (refer to section 2.2).
- The project will benefit people from one or more of the priority populations identified by Suicide Prevention 2020 (refer to section 2.1).
- The project addresses the Suicide Prevention Grants Program outcomes (refer to section 2.0) AND clearly demonstrates how achievement of or progress towards these outcomes will be measured and how evidence will be provided to the MHC.
- An appropriate and well thought out risk management strategy has been included (refer to section 2.5).
- The project demonstrates value for money. For example, the amount requested is reasonable given the number of people who will be trained, type of training that will be delivered and geographical location of where the training will be delivered.
- There has been consultation with the appropriate Suicide Prevention Coordinator (refer to section 1.0).
3. Application process

3.1 Who can apply

Eligible groups and organisations must be:

- an incorporated community sector organisation (not–for–profit);
- a local government authority; and
- an unincorporated organisation or community group, applying through the auspice of an incorporated body or a local government authority. Note the agreement will be between the incorporated body or local government authority and the MHC, if successful.

A group or organisation is not-for-profit if its governing documents prohibit distribution of profits to individual members while the organisation is operating and if it is closes.

3.2 Who cannot apply

You should not apply for this grant if you are:

- a Commonwealth or State Government agency;
- an individual;
- a commercial for-profit organisation;
- an unincorporated community sector organisation unless applying through an incorporated body or a local government authority. Note the agreement will be between the incorporated body or local government authority and the MHC, if successful;
- an organisation located in the Indian Ocean Territories; and
- Organisations that have not provided an acquittal and/or evaluation from previous MHC funding in accordance with the agreed time frames within the agreement, are ineligible to apply until the required documentation has been submitted. Please contact the MHC if there are any queries about your organisation’s acquittal status.
3.3 How to apply

**Step 1.** Read through the Suicide Prevention Grants Program Guidelines (this document), the Suicide Prevention Grants Program Evaluation document, the Suicide Prevention Grants Program Application web form and the Example Grant Agreement template and terms and conditions.

**Step 2.** Contact the Suicide Prevention Coordinator for your region (refer to section 1.0) to discuss your intended project and confirm that it falls within the Suicide Prevention Grants Program Guidelines for this round of funding.

**There is no question too big or too small.**

If the Suicide Prevention Coordinator can't answer your question directly, they will refer you to the appropriate person at the MHC.

**Step 3.** Before submitting an application for assessment, complete the checklist at the end of the application web form to ensure all application criteria have been addressed and all relevant information has been included.

**Step 4.** Applications must be submitted to the MHC by **5:00pm Friday, 29 September 2017** via the following means:

**Online** (preferred):

Please visit [https://www.mhc.wa.gov.au/about-us/news-and-media/news-and-updates/suicide-prevention-grants-2017/](https://www.mhc.wa.gov.au/about-us/news-and-media/news-and-updates/suicide-prevention-grants-2017/) to apply. You won’t be able to save your submission and return to it at a later time so it’s best to have all of the information you will need before you start. If you need support or advice to complete your application via this method, please contact the Community Support & Development Programs team at the MHC by phone: (08) 6553 0460.

**Post** (if you do not have internet access):

Address: GPO Box X2299, Perth Business Centre WA 6847

Delivery: Level 1, 1 Nash Street, Perth WA 6000

Please email suicideprevention@mhc.wa.gov.au to request a hard copy of the application form if you are unable to complete the application online.
Step 5. All applications will be acknowledged via email within five (5) business days of receipt. Should you not receive an acknowledgement within this timeframe, please contact the Community Support & Development Programs team at the MHC by telephone (see above) to confirm your application has been received.
3.4 Assessment and notification process

All applications will be reviewed by an evaluation panel against the assessment criteria outlined in this document. All organisations that apply for funding will be notified in writing of the application outcome in December 2017.

3.5 Successful applicants

Successful applicants are required to provide on completion of the agreement (31 January 2019);

- A final report on the approved grant agreement purpose by 28 February 2019. You will be notified of specific reporting requirements for your project in the grant agreement. Generally, the final report is to provide a summary on the project activities, covering:
  
  o how you met the agreed outcomes and activities or how you progressed towards the agreed outcomes and activities (for example type of training and the number of people who participated); and

  o Any successes or challenges over the grant agreement term.

- A statement of income and expenditure for the project, which must be certified by the authorised signatory of the organisation.

Note: once the project is completed, any unspent grant funds, or grant funds not expended in accordance with the grant agreement, must be returned to the MHC. However, the organisation can provide a proposal to the MHC to utilise unspent funds through activities relating to the original grant agreement purpose. The MHC will consider the proposal and if the proposal is approved a written agreement between the MHC and the organisation will be made which will include the purpose, activities, funding and timeframe.

4. For further information

If you require further information about the Suicide Prevention Grants Program or assistance in completing the online application web form, please contact the Community Support & Development Programs team at (08) 6553 0460 or at suicideprevention@mhc.wa.gov.au.