Expressions of Interest Grants Process

Funding for the community consultations for the development of the Western Australian Recovery College Model of Service

The Mental Health Commission (MHC) is responsible for progressing the development of a comprehensive evidence‑informed model of service for Recovery Colleges that addresses the particular needs of Western Australians who experience mental health and co-occurring alcohol and other drug (AOD) issues.

The MHC has established an Western Australian Recovery College Expert Panel (Expert Panel) consisting of members from various backgrounds to oversee the co-design and consultation process for the development of a model of service

To ensure a true co-design process is carried out allowing for the engagement of consumers, their families and carers, and health workers, the Expert Panel is seeking Expression of Interests to conduct stakeholder and community consultation workshops.

The workshops will be guided by a series of focus questions developed by the Expert Panel with the aims of:

* Discussing the aim of the Model of Service for Recovery Colleges in Western Australia;
* Exploring the underpinning principles for a Model of Service for Recovery Colleges in Western Australia; and
* Discussing elements of a Model of Service for Recovery Colleges in Western Australia.

The MHC is providing funding to support interested parties to undertake community and/or stakeholder consultations. Interested parties are encouraged to submit an Expression of Interest outlining their target group/s, timeframes, expected number of participants, locations, and budget as outlined form page 9.

It is noted, that other consultations processes for the development of the Western Australian Recovery College Model of Service including an online survey, phone line for feedback and written submissions will also be running concurrently throughout the delivery of the workshops.

# Community Consultation Workshop Delivery timeline

|  |  |
| --- | --- |
| **Expression of Interest for community consultation workshops** | **14 May 2018 – 25 May 2018** |
| **Notification of successful/unsuccessful applicants** | **1 June 2018** |
| **Community forums/workshop consultation commencement** | **4 June 2018** |
| **Community forums/workshop consultation concludes** | **22 June 2018** |
| **Consultation reports on findings to be completed** | **6 July 2018** |

# Funding

Funding applications can be submitted for up to $7,500 (excluding GST) based on the range of targeted communities that will be reached through the consultation workshop/s.

Organisations may wish to collaborate together to hold combined workshops to maximise their reach. Collaborating organisations are to nominate a lead organisation and submit a single funding application, and to note this collaboration in the funding application.

Organisations anticipating large numbers of attendees and can demonstrate this, may be provided with an option of facilitation assistance, technical support and report writing, in addition to the funding.

Funding provided is to also cover participation payment when engaging with consumers, family, carers. This is in line with the MHC Consumers, Family, Carer and Community Paid Partnership policy (Attached). In exceptional circumstances, if an organisation requires additional funds to pay consumers, families and carers or for travel assistance (i.e flights) a separate submission, detailing the additional funds required may be submitted for assessment.

# What is provided to you?

For the consultations to be transparent and consistent, the Expert Panel will develop and provide a set structure and resources for community consultation workshops, including:

* A series of set focus questions for use when delivering the forums.
* Background information, including the literature review, information sessions slideshows.
* The draft Aim and Principles of the Recovery College.
* Frequently Asked Questions.
* Expert Panel meeting Communiques.

Organisations that are expecting large numbers to attend the workshops/forums (over 50 attendees) and can demonstrate this may be offered additional facilitation assistance, technical support and report writing.

# What is expected from you?

## Assessment Criteria

Each application will be assessed against the following selection criteria (see [Section Two](#_Section_Two_–)):

* Capacity to deliver community consultation workshops by 22 June 2018.
* Organisational capacity to handle the administrative workload required of workshop organisation logistics, for example venue sourcing, internet access, catering, management of invitations and registrations, promotion of workshop, printing of resources, compilation of feedback, report etc.
* Evidence of well-connected networks to engage meaningfully and effectively with your stakeholder and/or community in metropolitan and/or regional areas, to ensure broad representation.
* Ability to engage a minimum of 10 participants per community consultation workshop. (It is recognised that meeting the minimum participant number requirement may present challenges, and organisations may wish to collaborate to meet this criteria).
* Knowledge and understanding of the mental health, alcohol and other drug services system and/or other health, social, welfare or education systems is desirable.
* The ability to provide a final report by 6 July 2018.

## Reporting criteria

1. Post-workshop report completed, aligned to the focus questions, and submitted to the MHC by 4:00pm, 6 July 2018 (A reporting template will be provided to successful applicants).
2. Invoice to be received provided on notification of successful application (1 June 2018).

# How can the funding be used?

Up to $7,500 will be provided to enable the consultation workshops to occur, and can be used for the following activities, expenses and costs such as:

* Salaries such as a project manager role to organise and deliver the logistics of the workshop (e.g. venue, internet access, catering, management of invitations and registrations, promotion of workshop, printing of resources etc.)
* A proportion of operational overheads
* Venue hire
* Catering
* Postage
* Printing.

The funding provided is to be used solely for the specified purpose, described in this letter, approved by the MHC during the period, and will be developed as a grant agreement.

# Who can apply?

Eligible groups and organisations must be:

* an incorporated organisation;
* a local government authority; or
* an unincorporated organisation or community group, but auspiced by one of the above..

# Who cannot apply?

Ineligible groups and organisations include:

* a federal or state government agency; or
* an individual.

# Applications

To be considered for funding to conduct consultation workshop/s, please complete the following application form, and email it to recoverycollege@mhc.wa.gov.au by **4.00pm, 25 May 2018**.

All applications will be acknowledged of the outcome via email within five business days of receipt (1 June 2018).

Should you not receive an acknowledgement, please contact the Mrs Natasa Spasic, Assistant Director, by email [Recoverycollege@mhc.wa.gov.au](mailto:Recoverycollege@mhc.wa.gov.au) or by telephoning 08 6553 0600 to confirm that your application has been received.

# Selection process

Applications will be assessed by a panel of representatives from the Expert Panel and MHC.

# Assessment and notification

All applications will be reviewed against the assessment criteria outlined above. All organisations that apply for funding will be notified in writing of the outcome of the submission.

**Please note that due to the limited funding available not all applications may be able to be funded. The Expert Panel and the MHC will aim to ensure there is a balance of representation from various stakeholder groups.**

Notification of the outcome will be provided with five business days (1 June 2018).

# Successful applicants

Successful applicants will be required to report on the activities undertaken, and provide a certified statement of income and expenditure for the consultation workshop/s, certified by the Chairman, CEO or equivalent of the Organisation. Any unspent funds, or funds not expended in accordance with the consultation, must be returned to the MHC. (A reporting template will be provided to successful applicants).

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| --- |
| **APPLICATION FOR FUNDING** |
| **WA RECOVERY COLLEGE MODEL OF SERVICE COMMUNITY CONSULTATION FUNDING APPLICATION FORM** |

# Section One – Applicant Details

## 1.1 Organisation

|  |  |
| --- | --- |
| **Legal name of organisation:** | Click here to enter text. |
| **Trading name (if applicable):** | Click here to enter text. |
| **ABN:** |  |
| **Postal address:** | Click here to enter text. |
| **Suburb:** | Click here to enter text. |
| **Postcode:** | Click here to enter text. |
| **Telephone:** | Click here to enter text. |

## 1.2 Entity type

Please tick the box which best describes your organisation

|  |  |
| --- | --- |
|  | Incorporated association |
|  | Local government authority |
|  | For Profit Organisation |
|  | Aboriginal corporation |
|  | Unincorporated group  (Must apply under auspice of an incorporated organisation or WA local government authority. See question 1.4.) |
|  | Other – Please detail: Click here to enter text. |

## 1.3 Contact Person

List the contact person responsible for the daily co-ordination of the project.

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
| **Position** | Click here to enter text. |
| **Telephone** | Click here to enter text. |
| **Mobile** | Click here to enter text. |
| **Email** | Click here to enter text. |

## 1.4 Sponsoring organisation

*If your organisation is incorporated please skip this question.*

If your organisation is **not** incorporated, the funds must be applied for on your behalf by an incorporated organisation or a local government. The sponsoring organisation will be responsible for accepting and adhering to the conditions of the funds, maintaining financial records and providing acquittal information, should your application be successful.

The sponsoring organisation’s legally authorised officer must sign the [Declaration](#_Declaration).

|  |  |
| --- | --- |
| **Legal name of incorporated sponsoring organisation:** | Click here to enter text. |
| **Trading name (if applicable):** | Click here to enter text. |
| **Contact person:** | Click here to enter text. |
| **Postal address:** | Click here to enter text. |
| **Suburb:** | Click here to enter text. |
| **Postcode:** | Enter text. |
| **Telephone:** | Click here to enter text. |
| **Facsimile:** | Click here to enter text. |
| **Email:** | Click here to enter text. |

# Section Two – Community Consultation details

## Project Name: WA Recovery College Model of Service Community Consultation

## 2.1 Provide a brief history of your organisation and any similar consultation activities undertaken to demonstrate that you are well suited to conduct engagement across mental health and alcohol and other drug consumers, families carers and health workers. *Maximum 500 words.*

Click here to enter text.

## 2.2 Community Representation

Please identify which community and/or stakeholder groups you will target?

Click here to enter text.

## 2.3 Service providers and Clinician Representation

Please identify which groups you will target?

Click here to enter text.

## 2.4 Consumers, families and Carers Representation

Please identify which community and/or stakeholder groups you will target?

Click here to enter text.

## 2.5 Diversity Representation

Which of the following diversity groups will you target?

|  |  |
| --- | --- |
| ☐ | Aboriginal |
| ☐ | Culturally and Linguistically Diverse (CaLD) |
| ☐ | Disability |
| ☐ | Rural/remote (location to be specified) |
| ☐ | All |
| ☐ | Other  *Please specify:* Click here to enter text. |

## 2.6 Lifespan Representation

Which of the following age groups are you targeting?

|  |  |
| --- | --- |
| ☐ | Youth 10–24 years |
| ☐ | Adult 25–64 years |
| ☐ | Older Adults 65+ years |
| ☐ | All |
| ☐ | Other  *Please specify:* Click here to enter text. |

## 2.7 Describe the type of community consultation workshop activity you will hold (i.e. face to face, webinar or other.) and how you plan to reach your identified communities, and by what communication means. Maximum 100 words.

Click here to enter text.

## 2.8 Timeline of your consultation workshop.

**The completion of the community consultation workshop must occur before 22 June 2018 to ensure reports can be prepared and submitted by 6 July 2018.**

Proposed consultation workshop date/s: Click here to enter text.

Proposed consultation workshop address/location(s): Click here to enter text.

## 2.9 What region/s will you aim to engage your participants from?

|  |  |
| --- | --- |
| ☐ | Gascoyne |
| ☐ | Goldfields/Esperance |
| ☐ | Great Southern |
| ☐ | Kimberley |
| ☐ | Mid West |
| ☐ | Peel |
| ☐ | Pilbara |
| ☐ | South West |
| ☐ | Wheatbelt |
| ☐ | Metropolitan – East |
| ☐ | Metropolitan – North |
| ☐ | Metropolitan – South |
| ☐ | Metropolitan – West |

## 3.0 Number of expected participants

Please provide details on how you intend to reach your minimum participant numbers for the community consultation workshop and the justification for this (minimum participant number is 10).

Click here to enter text.

## 3.1 Are you planning to collaborate with other organisations to deliver this community consultation workshop? Please provide details.

Click here to enter text.

# 

# Section Three – Consultation Budget

*It is important to show how you plan to spend the funding.*

Use the table below to show how the money for your project will be spent. The WA Recovery College Model of Service Community Consultation process is for grant up to $7,500 (excl. GST) and may be used to conduct more than one consultation under this application. If conducting more than one consultation please specify budget items for each consultation.

It should be noted that when engaging with consumers, family, carer and community, individuals are to be paid a participation payment in line with the MHC Consumers, Family, Carer and Community Paid Partnership policy. If an organisation requires additional funds to pay consumers, families and carers or for travel assistance (i.e flights) separate submissions, detailing additional funds required would need to be submitted and the MHC would assess these as they are provided.

**Do not include GST in your costings.**

|  |  |
| --- | --- |
| **(1)**  **Budget Items** (i.e. what the money will be spent on) | **(2)**  **This Funding Amount**  ($) (excl. GST) |
| *For example: Catering* | *$500.00* |
| Enter text. | Enter text. |
| Enter text. | Enter text. |
| Enter text. | Enter text. |
| **Total:** Enter text. | **$xxx** |

# Application conditions

Funding provided through the WA Recovery College Model of Service Community Consultation process is subject to the following terms and conditions:

1. The funding is to be used solely for the specified purpose approved by the MHC during the period.
2. The MHC will not be held responsible for any losses or additional costs incurred that are associated with the approved purpose.
3. The MHC is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the funding.
4. Recipient organisations are required to be appropriately incorporated and be responsible for ownership of the appropriate insurance policies. This includes, but is not limited to, Public Liability, Volunteer Insurance, Workers’ Compensation, and Professional Indemnity.

# Declaration

On behalf of the administering organisation applying for the WA Recovery College Model of Service Community Consultation process, I declare that:

* I am currently authorised to legally enter into agreements on behalf of the organisation, according to its constitution or as bound by law.
* All the information provided in this application, including any attachments, is true and correct.
* The organisation is financially viable and is able to meet all accountability requirements.
* I give permission to the MHC, when applicable, to contact any persons or organisation in the processing of this application
* If funding is provided:
  + I am aware that the Conditions outlined in this document will apply to ensure a project is appropriately completed and accountability requirements are met.
  + I agree to ensure that appropriate insurances are in place (including but not limited to worker’s compensation, volunteers, professional indemnity, public liability, motor vehicle, etc.).
  + I agree to undertake the project as stated and provide the required qualitative and financial reports to demonstrate that the grant was expended in accordance with the agreement.

|  |  |
| --- | --- |
| **Legally authorised officer signature** |  |
| **Date** | Click here to enter a date. |
| **Legally authorised officer name** | Click here to enter text. |
| **Legally authorised officer position** | Click here to enter text. |
| **Organisation** | Click here to enter text. |
| **Legally authorised officer telephone** | Click here to enter text. |
| **Legally authorised officer email address** | Click here to enter text. |
| **Witness signature** |  |
| **Date** | Click here to enter a date. |
| **Witness name** | Click here to enter text. |

# Application Checklist

**Before you send your application** – please ensure that you have completed the following.

Check each item when you have completed or attached it.

|  |  |
| --- | --- |
| ☐ | 1. Completed all questions in the application form. |
| ☐ | 1. Legally authorised officer has read and completed the Declaration section of the application form.   Where an application is being submitted by an organisation that has a sponsoring organisation, please ensure the sponsoring organisation signs the [Declaration](#_Declaration). |
|  |  |

# Submitting an application

Applications close at **4.00pm, Friday 25 May 2018**, and will be accepted by email or post.

|  |  |
| --- | --- |
| **Email** | recoverycollege@mhc.wa.gov.au |
| **Post** | WA Recovery College Model of Service Community Consultation  Mental Health Commission  GPO Box X2299  Perth Business Centre  WA 6847 |

Applications sent by email must be signed by the authorised signatory of the organisation and attached as a PDF to the email. If this is not possible, an original copy of the declaration page must be posted to the Mental Health Commission within five working days of the email date.

Applications received after the closing date will not be accepted, even postmarked prior to or on the closing date. You are encouraged to email your application where possible to ensure it arrives by the closing date.

For any questions in relation to the Expression of Interest application form, please contact Ms Louise Soia via [recoverycollege@mhc.wa.gov.au](mailto:recoverycollege@mhc.wa.gov.au).