

PAY IT FORWARD

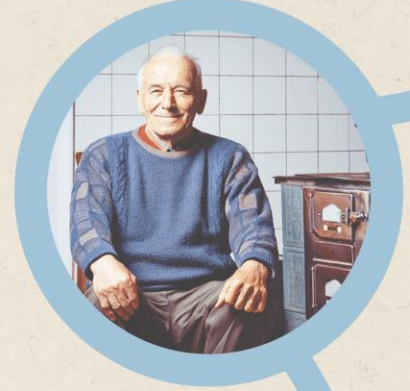
HOW TO PREPARE A SMALL GRANT APPLICATION



What Will Be Covered

1. Introduction to PIF
2. Things to consider for your application:
 - a) Eligibility
 - b) Case studies of past grants
 - c) Timeline
 - d) Pre-submission support
3. How to answer the four (4) application questions
4. Writing your budget and the importance of quotes, financial processes
5. Practice drafting your own application

Please ask questions at any point during the workshop!



Introduction to PIF

- Early intervention and prevention mental health initiative
- Partnership with MHC and informed by 2015-25 Plan
- Need to demonstrate clear mental health outcomes
 - Improve mental health service provision to members
 - Mental wellbeing promotion
 - Recovery approach
 - Relationship building and community belonging
- Typically capped at \$15k with a smaller Quick Round of \$5k
- Two (2) rounds per calendar year
- Formally reviewed by an Assessment Panel
- Since inception in 2012, approximately 194 Pay it Forward small grants awarded - \$709,000 to date.
- Continuous Improvement



Eligible Organisations/Groups

Organisations that are:

- Grassroots Self Help or Support Groups
- ConnectGroups member
- Mental health-focused

Ineligible Organisations/Groups

Organisations that are:

- Not a ConnectGroups member
- Funded by the Mental Health Commission
- No mental health focus
- Well-funded allied members



Eligible Items

- Short-term, project based consultancy
- Branding and graphic design
- Workshops, speakers, events
- Public Liability Insurance
- Production of promotional material: banners, flyers, and brochures
- Venue hire
- MHFA or opportunities to build mental health literacy
- Upskilling
- IT equipment if the SG has office premises
- Incorporation support



Case Study: Medically Retired Western Australian Police Officers Association

Category: Capacity Building and Sustainability

Project: Consultation to gain DGR Status, Website re-design to support online donations, Public Liability insurance for the group to hold Support Group meetings and conduct outreach.

Mental Health Outcomes:

Capacity building the MRWAPOA increased awareness in the importance of mental health of Police Officers in WA, those retired due to psychological trauma, and value of peer support.

Organisational recognition was improved, and there was an increase in referrals from government agencies.



Case Study: Wongan Hills Therapy Group

Category: Information Technology

Project: Online Catalogue for Special Needs Resources Library

Mental Health Outcomes:

Parents can browse the catalogue online and borrow resources for their children locally, rather than travel to Perth (from the Wheatbelt)

The project has increased membership which means more parents are engaging with other families within the Wongan Hills Therapy Group



Case Study: Depression Support Network Albany

Category: Marketing

Project: Sign for building

Mental Health Outcomes:

Improved recognition: an increase in membership and participation at Support Group meetings.

More referrals from the Hospital and Community mental health services.

The sign has created a sense of permanence and contributed to a feeling of belonging and ownership resulting in people feeling more optimistic and safer in their use of the Group.



Case Study: Mental Health Matters 2

Category: Customised Project

Project: Development of a resource to advise services how to better engage with lived experience consumers of mental health services to encourage consumer participation at a services and systemic level

Mental Health Outcomes:

Raised awareness of services and initiatives available from the perspective of a person with a lived experience

Valued the expertise of those with a lived experience

Created a resource for facilitators to engage people in need of services



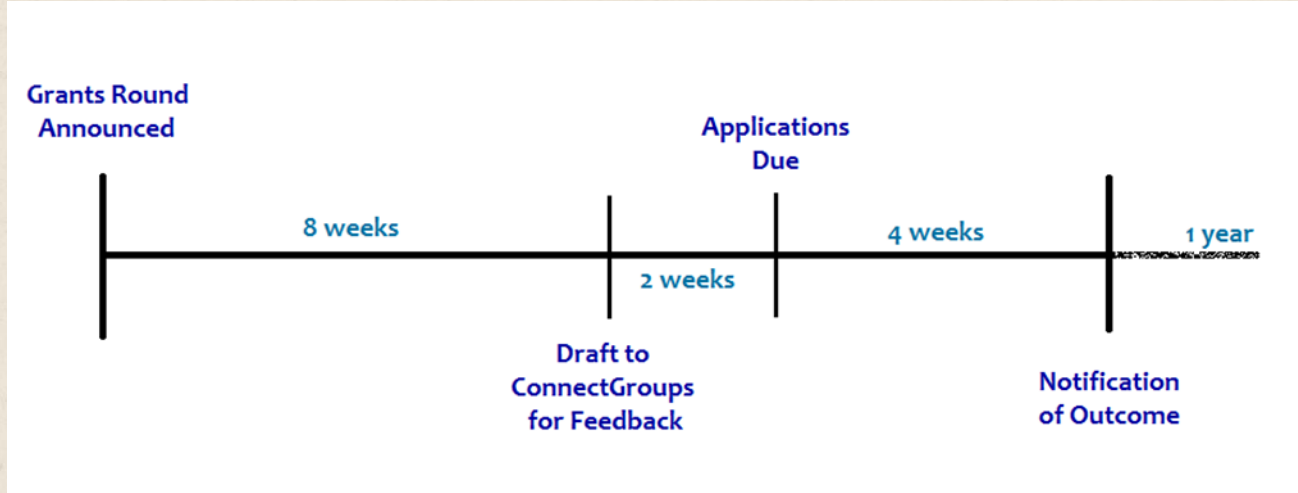
Ineligible Items

- Fuel and bus fees
- Ongoing administrative support or facilitation by group members
- Professional development that does not directly impact members
- Items that predominantly benefit physical health over mental health
- Initiatives that target disability or other conditions but do not have a mental health impact
- Merchandise (pens, tote bags...)
- Governance or incorporation for organisations that are not primarily mental health-focused
- Items that present a conflict of interest by benefitting staff or Board members, such as payment for a service
- Items that cannot demonstrate impact on mental wellbeing (furniture)
- Requests that do not benefit Western Australians



Timeline

- You have 2 months to write your application from funding round launch
- We require drafts 2 weeks prior to due date if feedback needed
- No extensions will be provided
- It takes approximately 4 weeks for the assessment process
- You will have approximately 8 months to complete project (quick round)



Pre-Submission Support

- ConnectGroups can support you every step of the way
- Engage with us early!
- We can talk you through your ideas
- Mentor you through the application process
- Our grants are designed to be accessible, to support grassroots groups and to be as simple as possible
- We can provide feedback for drafts we receive 2 weeks prior to application due date



Q1 – Self Help, Support Group or Service

- It's important for the Assessment Panel to understand who you are. Include:
- A little history of the Support Group – why do you do what you do?/What is your purpose?
- Current membership numbers
- Are you a face-to-face group, an FB group?
- How often do you meet?
- Current priorities or service provision focusing on the mental health component
- Where are you located?



Q2 – Describe the Proposed Project

- It's important to understand the intent of the project:

Consider:

- What are you trying to achieve?
- What are your outputs/activities?
- Identify specific project goals or milestones/timeline
- How will it improve your Support Group's mental health supports
- Will your project increase sector capacity:
 - community awareness
 - upskilling
 - community outreach
- Will the project improve your Support Group's sustainability?



Q3A – Describe how the project will address one or more of the listed key principles

- Prevention/early intervention of mental health problems and/or illness;*
- A recovery approach;*
- Promotion of mental health*
- Increased awareness, learning and sustainability of mental health;*
- Relationship building and community belonging.*

- Check the boxes!
- Be clear about which principle(s) your project aligns with
- Briefly explain how your project addresses the principle(s)



Q3B – Describe how the project will promote awareness of mental health into the wider community

Consider:

- Will the project increase membership in your Support Group?
- Will the project result in increased promotional activity for your Group?
- Will the project increase community outreach?
- Will the project encourage the inclusion of family and friends of Support Group members?
- Link back to Q3A if you checked *Promotion of mental health*



Q4 – Positive Mental Health Outcomes

This is an important section!

- Identify specific project goals linking back to Q2 (Describe the Proposed Project)
- What is the change you hope to see as a result of the project?
- Reference specific indicators to indicate change
- Plan an evaluation for your project eg simple pre- and post- scale or survey
- Without an evaluation of some type, how will you know that the outcome or change has occurred?



Budget and Quotes

- Budgets must be detailed, transparent, and specific
- Do not compile the budget to exactly reach the cap by rounding line items
- All significant items over \$100 require a quote
- Quotes are not required for:
 - Art materials
 - In-kind items
- Don't forget to include any anticipated in-kind support
- A poorly constructed budget can result in the application not being presented to the Assessment Panel



Financial Processes

- All goods and services providers are paid directly by ConnectGroups
- There is no acquittal process required and no reimbursements
- This model allows grassroots groups with limited financial management capacity to receive grants

This can get tricky when:

- Providers are not able to have us pay over the phone by credit card or issue a tax invoice ahead of payment eg. K-Mart, Bunnings, Red Dot
- We require up to 14 days to process payments
- Providers need to ship items which can take longer than in-store purchases
- We cannot pay providers outside of Australia as they do not meet our invoicing requirements and may incur international fees



Tips for a successful PIF grant application

- Discuss your project idea with the Small Grants team
- Seek feedback from the Small Grants team
- Prioritise items in your grant application
- Ensure your project is cost effective – don't seek the maximum if not needed
- Consider best practice
- Have someone read your application before submitting it
- Consider a collaboration with another Support Group:
- Collective Impact



Thank You

- Contact the Small Grants Team:
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