

## Pay it Forward Guidelines 2021-22



**APPLICATIONS CLOSE THURSDAY 10 MARCH 2022**

### Overview

The Pay it Forward Plan (PIF) is a ConnectGroups' small grants program available to members. The objective of PIF is to be a mental health early intervention or prevention initiative to:

- Empower peer Support Groups to achieve positive mental health outcomes for their members
- Contribute to the prevention of mental distress and/or illness, and the recovery of mental health for peer Support Group members, families and/or carers
- Further peer Support Groups' mental health supports to their members
- Promote good mental health, a community of belonging and reduce social isolation
- Encourage peer Support Groups' mission, governance, and sustainability



## Key Elements

All projects should demonstrate mental health outcomes, and in alignment with the Mental Health Commission's "Western Australian Mental Health, Alcohol and Other Drug Services Plan 2015-2025" (the Plan), incorporate one or more principles of:

1. *Promotion of mental health, prevention of mental health problems and/or illness*
2. *A recovery approach*
3. *Increased awareness, learning and sustainability of mental health*
4. *Relationship building and community belonging*

These principles ensure that individuals, families, and carers are assisted toward the achievement of personal goals and quality of life; and the project contributes toward improved mental health and wellbeing in WA.

## What can we support?

Applications should address one or more of the following activities:

- Focus on the role of peer Support Groups in the early intervention and prevention of mental distress, and recovery of mental health;
- Promote information about good mental health through the production of marketing materials, webpage/social media development, forums, or workshops;
- Increase awareness of the existence of peer Support Groups into the wider community to increase membership through branding, marketing, and partnership-building;
- Improve peer Support Groups' internal administration systems, sustainability, and governance;
- Upskill and improve mental health literacy of membership through training, workshops or targeted speakers;
- Support for venue hire, public liability insurance, or Group incorporation;
- Consultancy Support: Applications for administrative or project support requiring engagement of a consultant are eligible only if support is short-term, project-based, and will result in a specific deliverable. It cannot replace a current position. Consultants must have current public liability insurance.



## Funding Amount and General Eligibility Criteria

- 1) Funding is open to all ConnectGroups members;
- 2) Projects must demonstrate the above key mental health principles;
- 3) Applications are up to \$15,000.00/year excluding GST;
- 4) Activities and service delivery must take place in Western Australia and assist peer Support Groups to improve the mental health supports they offer, and, as a result, build sector capacity;
- 5) Applicants must not be in receipt of funding from the Mental Health Commission.
- 6) Projects should demonstrate clear objectives and anticipated outcomes.

Project budgets must be detailed, specific and transparent, and accompanied by quotes.

## How can we help you?

ConnectGroups has a supportive approach to proposal development with its stakeholders. Applicants are encouraged to contact the project team to discuss their proposal and collaboratively work through ideas. Effort will be made to ensure a simple process, and to best position the application for success. The project team can:

- ✓ *Discuss ideas*
- ✓ *Answer all your questions about the application process*
- ✓ *Provide clarity around eligible expenses*
- ✓ *Assist in compiling the grant application*
- ✓ *Support the development of the project budget*
- ✓ *Mentor you through the process*
- ✓ *Research and source suitable vendors where possible*
- ✓ *Link you to other peer Support Groups or potential partners*

**Please note that submissions requiring feedback/support must be received no later than two weeks prior to the deadline date to ensure an equitable process.**

## Disbursement of Funds

**NOTE: there is no direct exchange of funds** between ConnectGroups and grant recipients. ConnectGroups will be responsible for all payments to vendors and suppliers providing goods and services for grant recipients and will facilitate that process to allow grant holders to focus on the outcomes of their project. ConnectGroups will acquit the grant to the Mental Health Commission directly.



## Funding Categories

Funding for projects can include one or more of the following categories:

**a. Capacity Building and Sustainability**

Governance, incorporation, public liability insurance, hire of meeting/training venues, training opportunities, improved administration processes

**b. Information Technology**

Purchase of IT or audio-visual equipment if the Group has permanent office space accessible by volunteers, webpage/social media development that supports service delivery

**c. Marketing and Promotion**

Branding development, flyers, brochures, pull-up banners, other promotional materials excluding merchandise.

**Customised Projects** - Does not fit within above categories.

## Assessment of Applications

- a. An Assessment Panel made up of the CEO of ConnectGroups, a representative of the Mental Health Commission, a member of ConnectGroups' consumer advocacy group, and an independent individual will review applications within six weeks of the submission deadline;
- b. Applicants will receive an email informing them of the outcome of their application within one week of the Panel's decision.

## General Information

- a. All successful grant recipients will be required to sign a Terms & Conditions/Financial Management Agreement prior to the commencement of their project/activity.
- b. All successful grant recipients will need to provide mid-term and final outcomes reports to ConnectGroups per the dates listed in the Agreement. Templates are provided.
- c. All grant recipients are required to contribute data at regular intervals to inform project evaluation and service delivery.



## How to Apply

**APPLICATIONS CLOSE THURSDAY, 10 MARCH 2022**

Contact the Community Engagement Officer, complete the Grant Application form and submit to:

**EMAIL** [karen@connectgroups.org.au](mailto:karen@connectgroups.org.au) **PHONE** 9364 6909

OR

**POST** **ConnectGroups Support Groups Association WA**  
Pay It Forward Program  
PO Box 1209  
Booragoon, WA 6954





## Frequently Asked Questions (FAQs)

### 1. **When is the next Pay it Forward Deadline?**

Thursday, 10 March 2022

### 2. **Who Can Apply**

ConnectGroups' peer Support Groups which are either primarily mental health-focused or Groups' where the condition/circumstance results in mental distress for members.

### 3. **Who can I talk to about my application | How can I get support with it?**

Pay it Forward is a partnership between ConnectGroups and its eligible members. We strongly encourage you to contact the ConnectGroups project team below to:

- Discuss ideas
- Answer all your questions about the application process;
- Be provided advice and feel supported with your project ideas
- Receive support to complete an application form if needed.

ConnectGroups can provide intensive 1:1 support to guide you through the application process. Zoom sessions can also be organised. Contact:

**Karen Silverthorne**

**OR**

**Christine Hendricks**

[karen@connectgroups.org.au](mailto:karen@connectgroups.org.au)

[christine@connectgroups.org.au](mailto:christine@connectgroups.org.au)

**Phone: 08 9364 6909**

### 4. **How many applications can I submit?**

As priority is given to distributing the available funds as widely as possible, there is a limit of one submission per applicant.

### 5. **Does the program support payments for the applicant?**

Generally, no, applicants cannot financially benefit from the proposed project. There cannot be a financial benefit to staff or Board members of an applicant organisation either unless it can be demonstrated that they are the subject matter expert and to source an external resource would diminish project impact.

### 6. **Can I submit a joint application with another group?**

Yes, ConnectGroups encourages collaboration.



## Frequently Asked Questions (FAQs) continued

### 7. What can the program pay for?

Examples but not limited to:

#### Capacity Building and Sustainability

Governance, incorporation, public liability insurance, hire of meeting/training venues, mental health upskilling, training opportunities, improved administration processes.

#### Information Technology

Purchase of IT or audio-visual equipment if the Group has permanent office space accessible by volunteers, webpage/social media development that supports service delivery.

#### Marketing and Promotion

Branding development, flyers, brochures, pull-up banners, other promotional materials (excluding merchandise).

[Click to see stories of past Pay it Forward projects.](#)

### 8. How does the assessment work?

All applications are considered by an Assessment Panel made up of representatives from:

ConnectGroups Support Groups Association WA  
Mental Health Commission of WA  
Peer Support Group sector

All applicants will be notified of the outcome of their application within approximately six weeks of the closing date.

### 9. If I am successful, then what?

Congratulations! You will have approximately one year to complete your project, but longer-term projects are an option. Pay it Forward is a partnership between ConnectGroups and you, and we are here to support you to ensure your project is as successful as possible. We will stay connected with you throughout the process to assist where needed.

### 10. Will I have to do a grant acquittal?

No, **there is no direct exchange of funds** between ConnectGroups and grant recipients. ConnectGroups will be responsible for all payments to vendors and suppliers providing goods and services for grant recipients and will facilitate that process to allow grant holders to focus on the outcomes of their project. ConnectGroups will acquit the grant to the Mental Health Commission directly.