

PAY IT FORWARD PLAN

A decorative graphic consisting of thick, colorful arrows in blue, orange, and green. One arrow curves from the top left, framing the 'PAY IT FORWARD PLAN' text. Another arrow extends horizontally to the right, ending in a red circle containing a blue icon of three stylized people.

PAY IT FORWARD GRANT GUIDELINES

A horizontal bar composed of several overlapping arrows in blue, orange, and green, pointing to the right.

ConnectGroups
helping support groups & individuals

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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/social and emotional wellbeing (SEWB) early intervention or prevention initiative to:

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



ELIGIBILITY

- Funding is open to all ConnectGroups members
- Projects must demonstrate the key mental health/SEWB principles as their primary outcome (see Overview)
- Applications are up to \$15,000.00 excluding GST
- Activities and service delivery must take place in Western Australia and assist peer Support Groups to improve the mental health/SEWB supports they offer, and, as a result, build sector capacity
- Applicants must not be in receipt of funding from the Mental Health Commission
- Projects should demonstrate clear objectives and anticipated outcomes

Project budgets must be detailed, specific and transparent, have a clear and tangible timeframe and be accompanied by quotes.



ASSESSMENT CRITERIA

Priority will be given to projects that:

- Impact positively upon the mental health/SEWB of their members and the public
- Aim to upskill their group/organisation in mental health literacy
- Promote awareness of the group into the wider community
- Demonstrate budget accuracy, transparency and value for money

WHAT WILL NOT BE CONSIDERED

- Items that benefit an individual, not the organisation
- Past grantees who have not completed their final report for previous projects
- Projects that fail to demonstrate how they will improve the mental health/SEWB of their members
- Projects whose primary outcome is not to improve mental health/SEWB of their group
- Incomplete applications. This means all quotes and supporting documentation must be provided before the close of the grant round
- Projects with timeframes that cannot be completed within reasonable grant period or are longer than the granting period.

WHAT TO CONSIDER BEFORE SUBMITTING YOUR APPLICATION

TIME FRAMES

- Applications are accepted from January 15 - March 15
- Last day to submit your application for review is 1 March.

GRANT WORKSHOPS

- Two workshops will be held to offer guidance on how to write your application.
- Face-to-Face - Thursday, Feb 1st 2024 (9:30-11:30)
- Online - Thursday, Feb 8th 2024 (9:30-11:30)

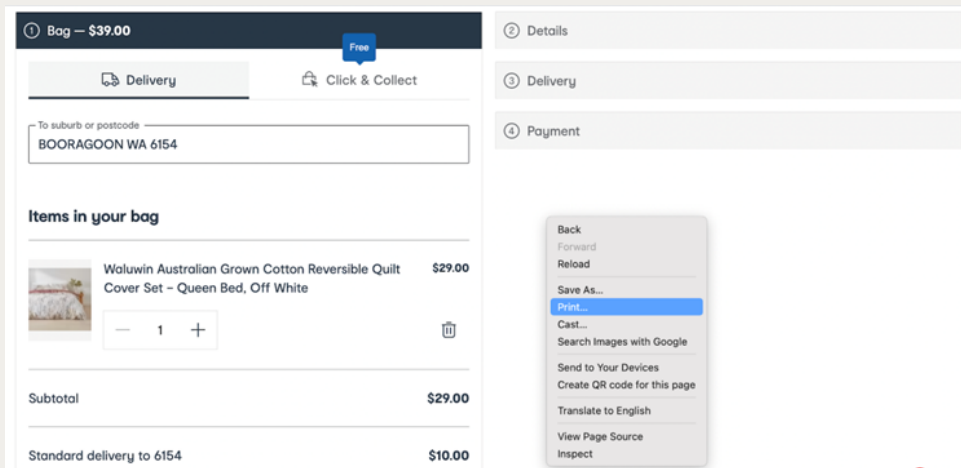
BUDGET

- Applicants need to provide quotes.
- Online quotes must be provided in the following format or they will not be accepted as a quote.

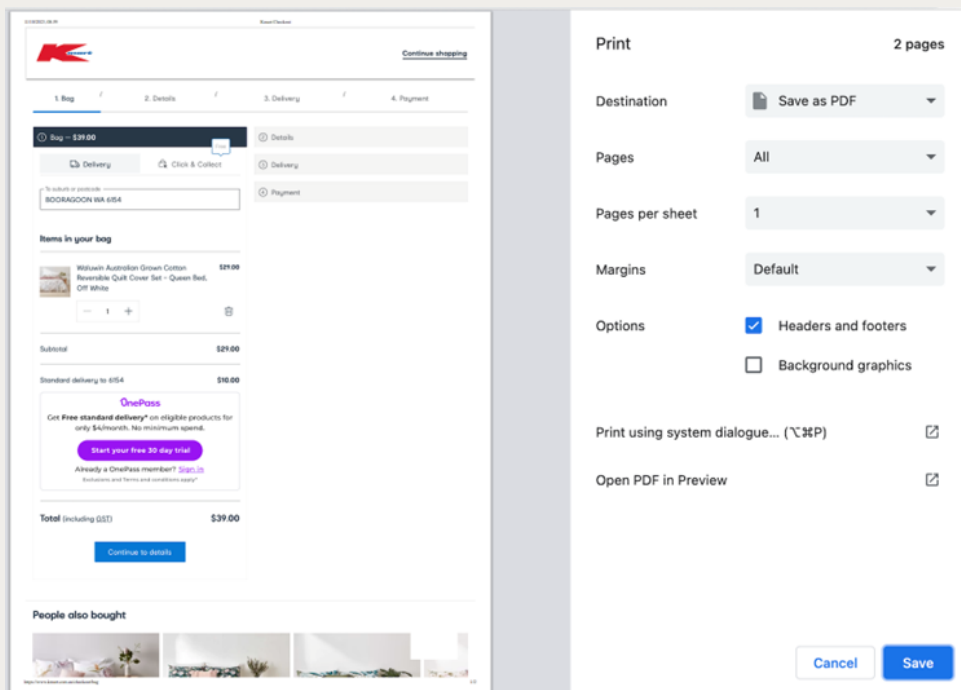
QUOTES

Excel quotes and photos of online items will **not** be accepted. If you are planning to purchase from an online site please add all items to cart and then save as a PDF.

To do this right click on the screen, select print and then save as PDF.



Right click to pull up tab to click print.




Save as PDF file.

QUOTES

11/01/2021, 09:52

Smart Checkout



[Continue shopping](#)


1. Bag / 2. Details / 3. Delivery / 4. Payment


1. Bag — \$68.25

2. Details

3. Delivery

4. Payment


 Delivery

 Click & Collect

To suburb or postcode


BOORAGOON WA 6154


Items in your bag

 Waluwin Australian Grown Cotton Reversible Quilt Cover Set - Queen Bed, Off White

\$29.00


— 1 +




 Kids' Camp Chair - Dino

\$10.00


— 1 +




 Big Dumbbell

\$10.50


— 3 +




 Junior Artist Jumbo Crayons

\$5.50


— 1 +



 10 Pack Junior Artist Jumbo Colour Pencils

\$3.25

— 1 +



Subtotal


\$58.25

Standard delivery to 6154

\$10.00

11/01/2021, 09:52

Smart Checkout



Get **Free standard delivery*** on eligible products for only \$4/month. No minimum spend.

Start your free 30 day trial

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Exclusions and terms and conditions apply.*

Total (including GST)

\$68.25

Email ConnectGroups the PDF file as your quote.

ASSESSMENT

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

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

ConnectGroups reserves the right to request further information in considering any application as well as the right to reject any application.

Your application may also be approved for part funding. The decision made by the panel is final.

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



FUNDING AGREEMENTS

Successful applications must enter into a written funding agreement with ConnectGroups before any payment is provided. Please ensure that the authorised person from your group or organisation signs the agreement.

If we do not receive a signed grant agreement from you within two weeks of distribution, our letter of offer will be withdrawn and the funds will be returned to the general grant funding pool for the next round.

PAYMENTS

ConnectGroups will be responsible for all payments to vendors and suppliers providing goods and services for grant recipients and will facilitate that process enabling grant holders to focus on the outcomes of their project.

THERE IS NO DIRECT EXCHANGE OF FUNDS between ConnectGroups and grant recipients.

ConnectGroups is unable to reimburse payments made by a group or individual unless by prior approval.

All online subscriptions will require a credit card provided from the group to use post payment by ConnectGroups.

RECOGNISING CONNECTGROUPS

Your funding agreement outlines some of the ways you can acknowledge ConnectGroups' financial assistance.

PROUDLY SUPPORTED BY LOGOS

Please display the logo on your marketing materials. You will be provided with a colour version and a transparent version (for use on coloured backgrounds). You cannot use this logo for any other purpose.

COMMUNICATIONS

In social media and other communications please include a line "This project is supported by ConnectGroups Pay it Forward grant" and tag ConnectGroups in social media posts.

ACQUITTAL

Acquittals are a necessary component of your grant application. You will be required to complete two reports, one midway through the grant period and one upon completion.

You will receive notification when both reports are due. Please do not hesitate to contact us if you would like to complete your reports earlier, require more time or would just like some advice.

FREQUENTLY ASKED QUESTIONS

HOW MANY APPLICATIONS CAN I SUBMIT?

Due to priority being given to distribution of available funds there is a limit of one submission per applicant.

DOES THE PROGRAM SUPPORT PAYMENTS FOR THE APPLICANT?

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.

CAN I SUBMIT A JOINT APPLICATION WITH ANOTHER GROUP?

Yes, ConnectGroups encourages collaboration, however, one group needs to be identified as the point of contact for communication.

I HAD AN APPLICATION LAST ROUND, CAN I APPLY AGAIN?

Yes, as long as your final report for your last grant has been submitted you are eligible to apply for the next grant round.

PAY IT FORWARD PLAN

(08) 9364 6909

GRANTS@CONNECTGROUPS.ORG.AU

WWW.CONNECTGROUPS.ORG.AU



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