



Australian Government

Department of Health and Aged Care

Mental Health Program

National Mental Health Carer, Family and Kin Peak Body

Grant Opportunity Guidelines

GOXXXX

Opening date:	[dd mmmm yyyy]
Closing date and time:	2:00pm (Canberra time) on [dd mmmm yyyy]
Commonwealth policy entity:	Department of Health and Aged Care (department)
Administering entity:	Community Grants Hub
Enquiries:	<p>If you have any questions, contact the department via email: Grant.ATM@health.gov.au</p> <p>Questions should be sent no later than 5:00pm (Canberra time) 5 business days before the close date.</p>
Type of grant opportunity:	Open Competitive

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1. National Mental Health Consumer and Carer, Family and Kin peak bodies: National Mental Health Carer, Family and Kin Peak Body grant opportunity processes

The National Mental Health Carer, Family and Kin Peak Body is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the department's Outcome 1.2. The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).



The grant opportunity opens

We publish the grant opportunity guidelines on [GrantConnect](#).



You complete and submit a grant application

You complete the Application Form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria. We assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



We make grant recommendations

We provide advice to the Decision Maker on the merits of each application.



Grant decisions are made

The Decision Maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. The Community Grants Hub manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the grant opportunity

We evaluate your specific grant activity and the grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the National Mental Health Carer, Family, and Kin Peak Body grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated, and
- responsibilities and expectations in relation to the opportunity.

2. About the grant program

The National Mental Health Carer, Family and Kin Peak Body program (the program) grant forms part of the Australian Government's commitment through the *Mental Health Sector and Lived Experience Leadership* 2023-24 Budget measure to embed diverse sector and lived experience leadership and perspectives throughout the mental health and suicide prevention system.

This grant opportunity contributes to the achievement of the department's Portfolio Budget Statement from Priority 13, Program 1.2 - Mental Health, Outcome 1 - Health Policy, Access and Support:

Better equip Australia to meet current and future health needs of all Australians through the delivery of evidence-based health policies; improved access to comprehensive and coordinated health care; ensuring sustainable funding for health services, research and technologies; and protecting the health and safety of the Australian community.

On 30 January 2023, the Government announced \$7.5 million in funding to create and operate two new independent national mental health lived experience peak bodies: one representing carers, families and kin, the other representing consumers. This gives effect to recommendations made in key reports (including the Productivity Commission's Inquiry into Mental Health), and significant work undertaken by the National Mental Health Commission (NMHC) to co-design national leadership arrangements with the lived experience sector. It also builds on work over many years to build awareness of the importance of considering and addressing the needs of mental health carers, families, and kin at the national level. Understanding and learning from lived experience is a crucial element of mental health reform and consistent leadership is urgently needed.

The grant opportunity will fund an organisation/s to establish and facilitate the early operation of a National Mental Health Carer, Family and Kin peak body. This peak body will be addressing a gap where there are currently no organisations supported to represent carer, family, and kin perspectives at a national level. The purpose of the funding is to embed diverse sector and lived experience leadership and perspectives throughout the mental health and suicide prevention system.

There is a separate Grant Opportunity for the establishment and operation of the National Mental Health Consumer Peak Body [include link to Grant Connect].

These Grant Opportunity Guidelines have been informed by a range of evidence, including consultation undertaken by the NMHC, a comprehensive co-design process with multiple avenues of engagement including an online open submission process and a series of workshops with participants selected via Expressions of Interest.

The objectives of the program are to:

- Establish a national representative body for mental health carers, families and kin, and
- Provide a national voice for mental health carers, families and kin to advocate for changes and improvements across mental health systems and services.

The intended outcomes of the program are to:

- Improve outcomes for mental families, carers and kin through targeted advocacy, and
- Build awareness and create opportunities across the mental health system and workforce to elevate and integrate the voices of families, carers and kin in service design, delivery and reform.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

2.1 About the grant opportunity

The purpose of this grant opportunity is to facilitate the establishment and early operations of a National Mental Health Carer, Family and Kin peak body. The specific objectives of the grant opportunity are to:

- Establish a representative body that will ensure people with lived and/or living experiences of mental health as carers, families, and kin can collectively shape the policies, services, programs and systems that affect them;
- Advocate for national and regional improvements to support structures for mental health carers, families and kin;
- Work collaboratively with current and emerging mental health and carer support organisations, representative groups, and movements;
- Support a movement towards equity in representing the diverse and intersectional lived and living experience of all mental health carers, families and kin;
- Understand and communicate the different levels of care and carer support that are required as a person transitions in and out of living with mental health challenges;
- Improve access and safety for all mental health carers to engage with the mental health system through inclusive and accessible language and communications;
- Generate information, knowledge and evidence from the unique and diverse lived and living experiences of mental health carers, families and kin and supporters of caring; and
- Establish strong leadership and nurture development to raise skills and capabilities of members and emerging leaders.

The intended outcomes of the grant opportunity are:

- A diverse, culturally-safe and effective lived experience peak body for carers, families, and kin of people with mental health needs;
- A mental health carer, family, and kin population that feels strongly and appropriately represented and supported;

- Improved mental health carer engagement and support outcomes by ensuring carers, families, and kin have an influence on policies that impact them;
- Improved information sharing and advice to all Australian governments and the broader mental health system on the lived experience of carers, families and kin; and
- an enhanced lived experience evidence-base to draw upon and complement other forms of evidence to inform mental health policy development and reform processes.

The Activity will be measured against the below Performance Indicators.

Table 1: Performance Indicator/s

Performance Indicator	Measure
All of the requirements in the Grant Agreement have been met.	Information is provided to an acceptable standard in the performance reports, Activity Work Plans and budgets.
Activities are completed according to the scope, timeframes and budget defined in the Activity Work Plan.	The requirements outlined in the Activity Work Plan have been completed as specified.
Partnerships are developed with key stakeholders including mental health peak bodies and state and territory based organisations.	Evidence of the identification, establishment and maintenance of effective partnerships with relevant key stakeholders.
Peak body is representative of and responsive to the diversity and breadth of mental health carers, families and kin.	Evidence of identifying and supporting appropriate membership including connecting with carers, families and kin who have not previously closely engaged with carer organisations.
Establishment of leadership positions and staff recruitment are acceptable to deliver agreed activities and centralise lived experience leadership and expertise in the operations of the peak.	Demonstrates appropriate governance structures and recruitment and retention planning to achieve activity purpose.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$7,510,000 from 2023-24 to 2025-26 for establishing two new independent national mental health peak bodies. For this grant opportunity up to \$3,755,000 (GST exclusive) is available as part of the *Mental Health Sector and Lived Experience Leadership* 2023-24 Budget measure.

There is only one available grant opportunity that will run from execution to 30 June 2026.

Table 2: Grant Opportunity Funding Available (GST exclusive)

2023-24 FY \$ M	2024-25 FY \$ M	2025-26 FY \$ M	Total \$ M
0.971	1.38	1.404	3.755

3.2 Grant period

The maximum grant period is from 2023-24 to 2025-26. We may approve an extension, pending successful outcomes under this grant opportunity.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria. The decision maker can choose to waive the eligibility criteria; however, they must be made aware of the risks.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN);
- be registered for the purposes of GST; and
- have an account with an Australian financial institution.

And to be eligible you must be one of the following entity types:

- Indigenous Corporation (registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#))
- Company
- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Corporate State or Territory Entity
- Cooperative
- Incorporated Association
- Statutory Entity
- Partnership, or
- Unincorporated Association.

If you are applying as a Trustee on behalf of a Trust, the Trustee must have an eligible entity type as listed above.

Applications from consortia are acceptable, providing there is a lead organisation that is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. Eligible organisations can form a consortium with ineligible organisations, with the exception of those organisations deemed

ineligible because they are included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- Local Government
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Sole Trader
- Person
- International Entity.

4.3 What qualifications, skills or checks are required?

If you are successful, all personnel working on the grant activity must maintain the following:

- Working with Vulnerable People registration, and
- Working with Children check.

The department recognises the Australian Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse, and the [Commonwealth Child Safe Framework](#). As such, the department expects that all grant recipients comply with all Australian law relating to employing or engaging people who work or volunteer with children. This includes working with children checks and mandatory reporting; and the department may request an annual statement of compliance with this requirement. If successful, these details will be outlined in the grant agreement.

5. What the grant money can be used for

5.1 Eligible grant activities

Eligible activities must directly relate to the grant opportunity and may include:

- community engagement, co-design and consultation activities
- advocacy on behalf of the needs and wants of membership
- stakeholder collaboration and communication
- providing expert guidance and advice to governments with relation to mental health carers, families, and kin, and
- specific member engagement, support and development opportunities.

5.2 Eligible locations

Your grant activities will be delivered nationally within Australia.

5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred for eligible grant activities.

Eligible expenditure must directly relate to the grant opportunity and may include:

- office lease
- wages/salaries
- staff training and development requirements, where applicable
- IT solutions, including security audits, software and software development, IT software lease expenses and IT equipment
- website development/maintenance
- communication activities
- remuneration for lived experience member representation/expertise, where not already funded by an organisation, group or council in this capacity.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your grant activity may be eligible for grant funding. The First Assistant Secretary, Mental Health and Suicide Prevention Division (the Decision Maker) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the expenditure on your grant activities between the start date and end or completion date of your grant agreement for it to be eligible.

5.4 What the grant money cannot be used for

You cannot use the grant for any activities not mentioned in section 5.1.

You cannot use the grant for:

- purchase of land
- paying ransom for ransomware, cyber-attack or any other type of cybercrime
- major capital expenditure
- major construction/capital works
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- overseas travel (unless specifically authorised by the department), and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

You must address all of the following assessment criteria in the application.

All criteria have equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The assessment criteria listed below were informed by a comprehensive co-design and co-production process with people with lived experience as mental health carers, family and kin in the second half of 2023. A detailed summary on the engagement and outcomes from the co-design process is included at [Appendix A](#) to these guidelines. This summary represents the diverse views of mental health carers, family and kin on how the peak body could be established and operate, and is expected to inform your submission across all of the assessment criteria.

The application must not exceed 5,000 words.

Assessment Criterion 1: Alignment with grant opportunity objectives and outcomes

(Response is limited to 1000 words)

Describe how the grant activity contributes to the objectives and outcomes of the grant opportunity.

A strong response will demonstrate how your organisation will identify, engage and collaborate with mental health carers, families and kin, and other relevant stakeholders, to ensure the effective delivery of the grant objectives and outcomes. You should also demonstrate how your organisation will identify gaps in knowledge and seek to address these gaps, and demonstrate an understanding of possible challenges in setting up an effective and sustainable consumer peak body and how you might intend to address these challenges.

Along with your response to this criterion you must also complete the activity work plan (template on GrantConnect).

Assessment Criterion 2: Lived Experience Expertise and Leadership

(Response is limited to 1000 words)

Describe how mental health carer, family and kin lived experience expertise and leadership will be prioritised and supported in your organisation and how this will be embedded in the peak body.

You should demonstrate this through identifying:

- Previous effective work specific to improving outcomes for mental health carers, families, and kin,
- Your approach to community engagement and co-design with these groups,
- Specific and unique elements of mental health carer, family and kin lived experiences,
- How young, emerging and diverse members and leaders will be identified and supported to grow skills and leadership capabilities to support the peak body, and
- How your governance structures support and prioritise lived experience expertise and leadership.

Assessment Criterion 3: Mental Health and Lived Experience Partnerships

(Response is limited to 1000 words)

Describe how your organisation will operate with and within the mental health system and build capability and partnerships towards reform of mental health systems and services.

You should demonstrate this through identifying:

- Existing partnerships within the mental health and lived experience systems and how these will be supported and levered to establish the peak body,

- Approaches to building and identifying new partnership opportunities including with other mental health peak bodies, carer/family/kin representative bodies and state-based organisations that support regional approaches to lived experience,
- How the carer/family/kin peak will collaborate and work together with the mental health consumer lived experience peak including advocating on common issues, and
- The ability to deliver the grant opportunity nationally (applications will not be accepted where delivery is targeted to specific regions).

In addition to your response to this criterion, you must also complete a stakeholder management plan using the template available on GrantConnect, outlining how you will engage with sector members and leaders.

Assessment Criterion 4: Membership Engagement and Advocacy Expertise

(Response is limited to 1000 words)

Describe how your organisation will build and engage with membership in an inclusive and representative manner, and conduct effective and targeted advocacy for the specific needs of mental health carers, families, and kin.

You should demonstrate this through identifying:

- Your approach to engaging with and building a cohesive membership of mental health carers, families and kin (including those previously unrepresented),
- Evidence of your organisation's readiness to culturally appropriately engage with First Nations Peoples and communities,
- Mechanisms for how the peak will structure its purpose and activities to be directly reflective of the identified needs of the membership,
- Your experience in leading or supporting systemic advocacy alongside people with lived and/or living experience, and
- Your approach to promoting inclusivity and diverse representation in membership given the importance of carer/family/kin lived experience from diverse backgrounds that considers culture, age (including young carers and sibling carers), gender identity, minority populations, and specific mental health needs.

Assessment Criterion 5: Value for Money and Risk Management

(Response is limited to 1000 words)

Describe how you will efficiently, effectively, economically and ethically use and manage grant funds to ensure value for money when delivering the described outcomes, objectives and activities.

A strong response will identify how the project/activities will achieve high-quality outcomes in a cost-effective way. In addition to your response to this criterion, you must also complete the Indicative Activity Budget template on GrantConnect outlining how funding will be allocated.

Using the Risk Management Plan template on GrantConnect outline key risks and issues that may be encountered in undertaking your organisation's proposal and identify strategies or measures to mitigate the impact of the risks. The submission of the completed Risk Management Plan will be used for the assessment and considered a response to this criterion.

7. How to apply

Before applying, you must read and understand all documents and information relating to this grant opportunity found on [GrantConnect](#). Any alterations and addenda¹ will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information, however the department takes no responsibility if a registered user fails to become aware of any addendum notices or of other published material. Registered users are encouraged to regularly check GrantConnect for updates.

You can only submit one application for this grant opportunity. If more than one application is submitted, the application submitted latest, and within closing time and date, will progress to the next stage.

To apply you must:

- read all available documentation about the grant opportunity provided on GrantConnect
- complete the application form available on GrantConnect
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments, and
- manual form submission through GrantConnect.

We will not provide application forms or accept application submissions for this grant opportunity by email.

If you need assistance with the application process or find an error in your application after submission but before the closing date and time, you should contact us via email Grant.ATM@health.gov.au.

For technical assistance when submitting your application through GrantConnect please contact the GrantConnect Helpdesk:

- Phone: 1300 484 145
- Email: GrantConnect@finance.gov.au

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

The department does not have to accept any additional information, or requests from you to correct your application after the closing time. If you find an error in your application after submitting it, you should contact us immediately at Grant.ATM@health.gov.au.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

¹ Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

You should keep a copy of your application and any supporting documents. You will receive an automated email notification acknowledging the receipt of your application. If you do not receive a confirmation email within 48 hours, contact the department at Grant.ATM@health.gov.au.

7.1 Attachments to the application

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided on GrantConnect with the grant opportunity documents where applicable.

We require the following documents with your application:

- proof of entity type
- an activity work plan (template attached)
- an indicative budget (template attached)
- a risk management plan (template attached)
- a stakeholder management plan (template attached)
- evidence of organisational readiness to work with First Nations peoples (no template)
- evidence of support from your organisation's board, CEO or equivalent (no template)
- For applications made on behalf of a Trust, the application must be made in the name of the Trustee as listed in the Trust Deed. The applicant must be prepared to provide a copy of the Trust Deed as in force at the time the application is made if requested, and other information (including financial information) for both the Trust and the corporate Trustee.

If you do not attach the requested documents, your application may not progress further in the process.

You must attach supporting documentation to your application in line with the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2 Joint (consortium) applications

We recognise that some organisations may want to join as a group to deliver a grant activity. In these circumstances, you must appoint a lead organisation.

Only the lead organisation can submit the application and enter into a grant agreement with the department. The application must identify all other members of the proposed group. The lead organisation must have the authority to submit an application on behalf of the group. The grant agreement will outline the lead organisation's obligations with regard to the group members.

The lead organisation must fulfil the eligibility requirements, but it is not a requirement of other members of the group. This is with the exception of those organisations deemed ineligible because they are included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

If your application is successful, you must have a formal arrangement in place with all parties prior to execution of the agreement in the form of a letter of support.

The department will request copies of each letter of support prior to execution of the grant agreement.

Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation, and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- outline how partners will demonstrate to the lead organisation that they comply with all Australian law relating to employing or engaging people who work or volunteer with children, in line with the Commonwealth Child Safe Framework, and
- details of a nominated management level contact officer.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

If you are successful, we expect you will be able to commence your grant activity around April 2024.

Table 3: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	4 weeks
Assessment of applications	1 week
Approval of outcomes of selection process	1 weeks
Negotiations and award of grant agreements	2 weeks
Notification to unsuccessful applicants	1 week
Earliest start date of grant activity	01/04/2024
End date of grant activity or agreement	30/06/2026

Note: the above timeframes are indicative only and will depend on the number and quality of applications throughout the submission period. Missing/incorrect information within applications may cause delays during the assessment process.

7.3.1 Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control, and/or
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

Applicants seeking to submit a late application will be required to submit a late application request via email to Grant.ATM@health.gov.au with “Late Application Request - GOXXXX” in the subject line.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The assessment committee Chair or their appointed representative will make a recommendation to the Decision Maker about whether a late application will be accepted. Once the outcome is determined by the Decision Maker, the department will advise the applicant if their request is accepted or declined.

7.4 Questions during the application process

If you have questions relating to the grant, technical issues or process during the application period, please contact Grant.ATM@health.gov.au. The department will respond to emailed questions within three working days.

Questions close at 5.00pm (Canberra time) five business days before the application period closes. This allows a reasonable period for the department to respond with information that applicants can consider for their application. The department will continue to assist with technical related enquiries regarding the submission of applications beyond the question close deadline.

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in the Frequently Asked Questions document relating to this grant opportunity. All questions will be de-identified. Registered applicants will be notified of updates to the documents via email from the GrantConnect website.

The department cannot assist you to address assessment criteria, determine eligibility or complete your application.

8. The grant selection process

8.1 Assessment of grant applications

We first review your application against the eligibility criteria in section 4.

Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process.

We will then assess your application against the assessment criteria (see section 6). We consider your application on its merits and against other applications, based on:

- how well it meets the criteria
- how it compares to other applications, and
- whether it provides value with relevant money.²

We will rate your application using the Assessment Criteria Scoring Matrix.

Table 4: Assessment Criteria Scoring Matrix

² See Glossary for the definition of ‘relevant money’.

Rating (for individual criterion)	Score
Excellent – response to this criterion, including all sub-criteria exceeds expectations.	9-10
Good – response to this criterion, addresses all or most sub-criteria to a higher-than-average standard.	7-8
Average – response to this criterion, meets most sub-criteria to an average but acceptable level.	5-6
Poor – poor claims against this criterion but may meet some sub criteria.	2-4
Does not meet criterion at all – response to this criterion does not meet expectations or, insufficient or no information provided to assess this criterion.	0-1

A score out of 10 will be applied to each of the five assessment criteria. A total of 50 is the highest score any application can receive.

Only applications that score Average or above against each of the five assessment criteria (based on the above rating scale) will be considered for funding, in the first instance.

When assessing the extent to which the application represents value with money³, we will have regard to:

- the overall objective/s to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- the relative value of the grant sought
- the extent to which the geographic location of the application matches identified priorities, and
- how the grant activities will target groups or individuals.

8.2 Who will assess applications?

The department will establish an assessment team to assess eligible and compliant applications. The assessment team may comprise of staff from across the department and could include contractors/consultants who will undertake training to ensure consistency in assessment. Wherever possible, the department will prioritise those with lived experience or in designated lived experience roles for the assessment committee.

After applications are assessed, they will be quality assured and referred to an assessment committee for further consideration, including value with money. The assessment committee will be made up of staff within the Mental Health Access Branch of the department and may include representatives from other areas of the department and from outside of the department, as appropriate.

We may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

³ See Glossary for the definition of 'value with money'.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you that is available through the normal course of business.

The assessment committee recommends to the Decision Maker which applications to approve for a grant.

8.3 Who will approve grants?

The the Decision Maker decides which grant(s) to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant opportunity.

The Decision Maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded, and
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to receive feedback. A request for individual feedback should made to the department within 10 days of being notified of the outcome by responding to the outcome email by emailing livedexperience@health.gov.au.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the whole-of-government grant agreement templates in this program and will select the most appropriate depending on the size and complexity of your grant activities.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the [Department of Finance's website](#).

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Decision Maker. We will identify these in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

You will have 20 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Decision Maker.

10.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you may be requested to demonstrate compliance with the following legislation/policies/industry standards:

- Commonwealth Child Safety Framework;
- The Multicultural Access and Equity Policy;
- National Redress Scheme;
- [Paid Participation Policy \(mentalhealthcommission.gov.au\)](https://www.mentalhealthcommission.gov.au)
- Web Content Accessibility Guidelines (WCAG) 2.1

To be eligible for a grant, you must declare in your application that you comply with these requirements.

10.2.1 The Multicultural Access and Equity Policy

The Australian Government's [Multicultural Access and Equity Policy](#) obliges Australian Government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

10.2.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the [Commonwealth Child Safe Framework \(CCSF\)](#).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause will be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children, and/or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement or notified to the successful applicant prior to execution of the grant agreement.

Irrespective of the child safety obligations in the grant agreement, you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

10.2.3 National Redress Scheme

The [National Redress Scheme](#) for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse that do not join the Scheme, ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.

10.3 How we pay the grant

The grant agreement will state the maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement.

10.4 Grants Payments and GST

Payments will be GST Exclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details, and

- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We may provide sample templates for these reports as appendices in the grant agreement.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.3 Financial reporting

You must submit financial reports in line with the grant agreement.

We will ask you to report on the expenditure of the grant using a financial declaration and/or an income and expenditure statement and/or an audited income and expenditure statement.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Community Grants Hub Funding Arrangement Manager (FAM) listed on the Standard Grant Agreement.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7 Evaluation

We intend to evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

'National Mental Health Carer, Family and Kin peak body – an Australian Government initiative'.

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

'This National Mental Health Carer, Family and Kin peak body received grant funding from the Australian Government.'

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the CGRGs.

These guidelines may be amended periodically by the department. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

The department's [Complaint Handling Process](#) applies to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to Grant.ATM@health.gov.au.

If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant Commonwealth entity.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: [Home - Commonwealth Ombudsman](#)

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

There may be a conflict of interest, or perceived conflict of interest, if the department's staff, any member of a committee, an advisor, and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer

- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, and
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Australian Public Service Commission's website](#).

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information, and
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* (the Act) and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or

where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time require you to arrange for you, your employees, agents or subcontractors to give a written undertaking relating to non-disclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive, and
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and/or
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to documents held by Australian Government entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. Access may be refused if a document contains “exempt” material, such as commercially valuable information or the personal or business information of a third party.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
 FOI Unit
 Department of Health and Aged Care
 GPO Box 9848
 CANBERRA ACT 2601

By email: foi@health.gov.au

14. Consultation

The grant opportunity was developed through a comprehensive co-design process with multiple avenues of engagement including an online open submission process and a series of workshops with people with lived experience as a mental health carer, family member or kin selected via expressions of Interest.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings
commencement date	the expected start date for the grant activity
Commonwealth Child Safe Framework	in response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the Commonwealth Child Safe Framework , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<i>Commonwealth Grants Rules and Guidelines 2017 (CGRGs)</i>	establish the Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. The CGRGs contain the key legislative and policy requirements and explain the better practice principles of grants administration
completion date	the expected date that the grant activity must be completed, and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable
decision maker	the person who makes a decision to award a grant

Term	Definition
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁴ or other Consolidated Revenue Fund (CRF) money⁵ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program
grantee / grant recipient	the individual/organisation which has been selected to receive a grant
National Redress Scheme	the National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.

⁴ Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), chapter 1, section 8 Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105 Rules in relation to other CRF money.

Term	Definition
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
<i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)	the PGPA Act establishes a system of governance and accountability for public resources with an emphasis on planning, performance and reporting. It applies to all Commonwealth entities and Commonwealth companies.
relevant money	<p>a. money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or</p> <p>b. money that is held by the Commonwealth of a corporate Commonwealth entity.</p>
selection criteria	comprise eligibility criteria and assessment criteria
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources, and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.