

Guidance

This is your Attachments Pack document that will need to be submitted by the closing date and time as specified on GrantConnect.

Steps for Submission:

1. Read through all available information and documents available on GrantConnect before filling in this document.
2. Navigate to the different templates using the coloured tabs at the bottom of this document.
3. Populate the templates using the guidance material on each tab and information contained in the Grant Opportunity Guidelines.
3. Finalise the information in this Attachments Pack document.
4. Use the instructions in the Grant Opportunity Guidelines for information on the submission method. Submit your Attachments Pack document and any other documents/information needed (detailed in the Grant Opportunity Guidelines) by the closing date and time as specified on GrantConnect.

Excel Tips:

Spellcheck - Please ensure you spell check each tab separately by selecting the 'F7' key on your keyboard. This will ensure all wording is correct.

Entering two lines of text in the same cell - To enter another row of text into the same cell select the cell you would like to enter text into. Click the 'Alt' key on your keyboard followed by the 'Enter' key once.

Definitions:

Grant Activity Name - The Grant Activity Name is the name you have given to your projects/tasks/services that you will be required to undertake with the grant money if successful.

Outputs - Outputs are defined as the act of producing something, the amount of something that is produced or the process in which something is delivered (e.g. 5 new health clinics across Australia).

Deliverables - Deliverables are defined as goods or services that must be provided/produced upon completion of a project (e.g. new health clinics across Australia).

Performance Indicators - Performance Indicators are defined as a type of performance measure. Performance Indicators evaluate an organisation or a particular activity (e.g. 40% increase in school attendance among 12-16 year old students).

Activity Work Plan (AWP)

National Mental Health Pathways to Practice Program Pilot - GOXXXX

Guidance: Complete the name and ABN of your organisation along with the name you have chosen for the grant activity to be funded under this application process if successful. Complete the below table for the activity/ies covered within your application. Identify the key objectives you are trying to achieve, how you will measure them and timeframes. Complete/add more rows as needed. Please only respond for the stream(s) you wish to be considered for and delete those that are not relevant.

<Insert organisation name and ABN here>

<Insert the name of your grant activity here>

<Insert objectives and outcomes here>

Nursing and Allied Health Stream

Activity(ies) <i>What are you trying to achieve in this stream (outcome focused)?</i>	Deliverable(s) <i>What will you deliver? Please be specific and include figures where possible.</i>	Output Location(s) <i>Where will you deliver this?</i>	Timeframe <i>When will this be delivered and for how long? Please be specific.</i>	Performance Indicator(s) <i>How will you measure performance?</i>
<Insert Activity(ies)>	<Insert Deliverable(s)>	<Insert Output(s)>	<Insert Timeline Date(s)>	<Insert Performance Indicator(s)>
<Insert Activity(ies)>	<Insert Deliverable(s)>	<Insert Output(s)>	<Insert Timeline Date(s)>	<Insert Performance Indicator(s)>
<Insert Activity(ies)>	<Insert Deliverable(s)>	<Insert Output(s)>	<Insert Timeline Date(s)>	<Insert Performance Indicator(s)>

Psychology Stream

Activity(ies) <i>What are you trying to achieve in this stream (outcome focused)?</i>	Deliverable(s) <i>What will you deliver? Please be specific and include figures where possible.</i>	Output Location(s) <i>Where will you deliver this?</i>	Timeframe <i>When will this be delivered and for how long? Please be specific.</i>	Performance Indicator(s) <i>How will you measure performance?</i>
<Insert Activity(ies)>	<Insert Deliverable(s)>	<Insert Output(s)>	<Insert Timeline Date(s)>	<Insert Performance Indicator(s)>
<Insert Activity(ies)>	<Insert Deliverable(s)>	<Insert Output(s)>	<Insert Timeline Date(s)>	<Insert Performance Indicator(s)>
<Insert Activity(ies)>	<Insert Deliverable(s)>	<Insert Output(s)>	<Insert Timeline Date(s)>	<Insert Performance Indicator(s)>

Board Endorsed Supervisor Training Stream

Activity(ies) <i>What are you trying to achieve in this stream (outcome focused)?</i>	Deliverable(s) <i>What will you deliver? Please be specific and include figures where possible.</i>	Timeframe <i>When will this be delivered? Please be specific.</i>	Performance Indicator(s) <i>How will you measure performance?</i>
<Insert Activity(ies)>	<Insert Deliverable(s)>	<Insert Timeline Date(s)>	<Insert Performance Indicator(s)>
<Insert Activity(ies)>	<Insert Deliverable(s)>	<Insert Timeline Date(s)>	<Insert Performance Indicator(s)>
<Insert Activity(ies)>	<Insert Deliverable(s)>	<Insert Timeline Date(s)>	<Insert Performance Indicator(s)>

Indicative Activity Budget					
National Mental Health Pathways to Practice Program Pilot - GOXXXX					
<Enter Organisation Name & ABN here>			<Enter the name of your grant activity here>		
Guidance: Include a detailed budget <u>per activity</u> by providing clear costings (include the source/basis of the estimates) for essential budget items outlined below. Complete/add more rows as needed and delete those that are not relevant. Please ensure all figures are <u>GST Exclusive</u> . Please only respond for the stream(s) you wish to be considered for and delete those that are not relevant.					
Activity Item	Notes/basis of estimate/breakdown of items (e.g. 2 full time staff members, Software updates for system, etc.)	2022/23 (GST Exclusive)	2023/24 (GST Exclusive)	2024/25 (GST Exclusive)	Total \$ (GST Exclusive)
Nursing and Allied Health Stream					
Administration • Coordination Costs	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
FTE • Salaries of key personnel	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
Travel • Domestic travel or relocation costs	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
IT Systems and Support	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
Communication Costs	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
Placement Costs	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
Other	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
				Subtotal \$ (GST Exclusive)	<Enter total allocation here>
Psychology Stream					
Administration • Coordination Costs	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
FTE • Salaries of key personnel	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
Travel • Domestic travel or relocation costs	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
IT Systems and Support	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
Communication Costs	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
Placement Costs	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
Other	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
				Subtotal \$ (GST Exclusive)	<Enter total allocation here>
Board Endorsed Supervisor Training Stream					
Administration • Coordination Costs	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
IT Systems and Support	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
Communication Costs	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
Education Costs	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
Other	<Enter any additional information here>	<Enter allocation here>	<Enter allocation here>	<Enter allocation here>	<Enter total allocation here>
				Subtotal \$ (GST Exclusive)	<Enter total allocation here>
				Total (all applicable streams) \$ (GST Exclusive)	<Enter total allocation here>

Risk Management Plan

National Mental Health Pathways to Practice Program Pilot - GOXXXX

<Insert Organisation name & ABN here>

<Enter the name of your grant activity here>

Guidance: Complete the following table for risk associated with the activities you are applying for under this grant opportunity. Please use the "Risk Information & Help" tab (next tab) for further guidance and examples. Complete/add more rows as needed.

Risk Reference	Risk Identification <i>What event(s) can happen and how it can happen?</i>	Risk Impact <i>What are the effects if it does happen?</i>	Risk Controls <i>What controls are currently in place?</i>	Likelihood	Consequence	Current risk rating	Acceptable/unacceptable?	Mitigation Strategy
1	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
2	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
3	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
4	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
5	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
6	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
7	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
8	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
9	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
10	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
11	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
12	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>

Risk Information & Help

RISKS

A risk is defined as the effect of uncertainty on objectives¹. A risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances or knowledge) and the associated likelihood of occurrence. Where possible, try to combine similar risks to consolidate the number of potential risks.

RISK IDENTIFICATION (SOURCE)

The purpose of risk identification is to find, recognise and describe risks that might prevent an organisation achieving its objectives. When identifying risks the following questions should be considered:

- What event(s) can happen that will have an adverse effect on the activity?
- How can it happen?

RISK IMPACT

The impact identifies the consequence of each risk (i.e. what are the effects to your organisation if it risk does happen?).

RISK CONTROL

A control is a current process, policy, device, practice or any other action designed to modify risk. Examples of controls include, checklists, meetings, procedures manual, contingency plans, audits and agreements in place.

RISK TREATMENT

A risk treatment is an additional activity being developed to manage and/or reduce the risk. Examples of risk treatments include the creation of new guidelines, the introduction of a review process etc. Once the proposed treatment has been implemented it becomes a control.

EFFECTIVENESS OF RISK IDENTIFICATION

An adequate control implies that the risk is well managed and no further treatments are required.
A marginally effective control implies that a treatment is not necessary however this may depend on the level of risk.
An inadequate control implies that treatments are necessary.

LIKELIHOOD

Likelihood is the chance that something might happen. Likelihood can be defined, determined, or measured objectively or subjectively and can be expressed either qualitatively or quantitatively (using mathematics). Rate the likelihood of the identified risk occurring with the controls in place.
Ratings are: Almost certain, Likely, Possible, Unlikely or Rare.

CONSEQUENCE

A consequence is the outcome of an event and has an effect on objectives.
Rate the consequence to the Project outcomes of the identified risk occurring with the controls in place.
Ratings are: Insignificant, Minor, Moderate, Major or Catastrophic.

¹Further information at: [Risk Management - Principles and Guidelines 2018](#)

CURRENT RISK RATINGS

Likelihood	Insignificant Consequences	Minor Consequences	Moderate Consequences	Major Consequences	Catastrophic Consequences
Almost Certain	Low	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	Medium

EXAMPLES OF RISK

Risk	Likelihood Low/Medium/High (comments)	Impact Low/Medium/High	Mitigation Strategies
Delays in receiving funding	e.g. Low	High/Med/Low	Ensure project deliverables are achieved in line with project plan and reported to the department in a timely fashion.
Delays in recruitment of staff	May depend on nature, complexity and size of project.	High/Med/Low	Realistic understanding of what can be achieved within a limited timeframe and budget and awareness of what staff are likely to be available.
Budget shortfalls	Project has been appropriately scoped to cover all known contingencies. Project will be fully funded by Grant.	High/Med/Low	Develop budgets to fully plan for known likelihoods and factor in relevant contingencies. Take a competitive approach to the market.
Budget underspends	Where project is not rolled out in a timely fashion or has been inappropriately scoped in relation to expenditure.	High/Med/Low	Ensure a realistic project plan, timeline and budget are in place.
Operational demands lead to delays to the timely delivery of project	May depend on scope of project; availability of appropriate staff; unforeseen circumstances; inadequate planning; unrealistic goals.	High/Med/Low	Ensure project manager/coordinator is fully capable and is working to a realistic project plan, timeline and budget can be enshrined in the Funding Agreement.
Communication with staff and/or target population	Inadequate or inappropriate methods of communication leads to breakdown in roll out of project.	High/Med/Low	Communication with staff is incorporated into management plan along with a stakeholder engagement plan.
Target populations do not response to project	Low uptake of project by target population.	High/Med/Low	Thorough needs assessment and response is part of the project proposal and evidence of both need and adequacy of response is identified in project plan. Ongoing marketing and flexible project delivery.