

Frequently Asked Questions (FAQs) and Glossary

Glossary

Term	Definition
Designated lived and living experience worker role	Designated lived experience roles include all positions, that regardless of the position type or setting, require lived experience of mental illness or psychological distress, substance use or addiction, or of being a family member or carer. <i>Consumer</i> – a unique role which is informed by lived/living expertise gained by personal experience of mental illness or psychological distress and/or substance use and addiction <i>Family/Carer/Supporter</i> – a unique role which is informed by lived/living expertise gained by personal experience of caring for, or supporting, a person with mental illness or psychological distress and/or substance use and addiction.
Leadership qualification or course	A qualification or course which focuses on learning new leadership techniques, management capabilities, decision-making skills, communication skills etc. We understand leadership is a contested term and we acknowledge qualifications and courses that are leadership specific are limited in the lived and living experience space. As such, applicants will need to demonstrate a clear connection to how the qualification or course connects to leadership and skill development.
State-funded alcohol and other drug (AOD) services	Specialist AOD treatment services that receive funding from the Victorian Government.
State-funded harm reduction services	Specialist harm reduction services that receive funding from the Victorian Government.
State-funded mental health and wellbeing services	Mental health and wellbeing services that receive funding from the Victorian Government. They include clinical services ('Area Mental Health Services') and non-clinical services ('Mental Health Community Support Services'). These include specialist areas within these two sectors, such as Forensic care or youth mental health services.
State-funded role	Employment in a role which is funded partially or fully funded by the Victorian Government.
University level qualification (or course)	Undergraduate and postgraduate courses. E.g., bachelor's degree, graduate certificate, graduate diploma, master's degree, doctorate.
Vocational Education and Training (VET)	Vocational Education and Training (VET) programs come from the VET sector, where they are taught by TAFE (Technical and Further Education) institutes and other Registered Training Organisations (RTOs). E.g., Diplomas, Advanced Diplomas and Certificate IVs.

Frequently asked questions

These FAQs are intended to provide additional information and answers to commonly asked questions about the program.

About the program

What is the purpose of Lived and Living Experience Workforce Leadership Development Grants Program?

- Supporting reform of Victoria's mental health and wellbeing system is a process that intends to engage people with a lived experience at its core. The Lived and Living Experience Workforce Leadership Development Grants are one part of the Department of Health's reform work to enable this. Aligning with the Royal Commission's vision, the grants are for leadership focused qualifications and courses to support lived and living experience workers.

Who are the grants for?

- The grants are available to lived and living experience workers in designated state-funded roles at state-funded mental health, AOD and harm reduction services including peak bodies, training organisations and services delivered by NGOs. Up to \$5,000 will be available for each individual to undertake leadership focused qualifications and courses.

Who can not apply?

- Lived and living experience workers who are not employed at state-funded mental health, AOD and harm reduction services.
- Applicants in non-designated lived and living experience roles will not be approved.
- Volunteer lived and living experience workers and those in federally funded organisations or roles, such as NDIS funded roles, are out of scope at this time.

What are we looking for?

- We are seeking applications that outline qualifications or courses that can build the leadership of lived and living experience workers. Your application must align strongly with the program intentions and criteria.
- Those seeking funding for entry-level lived experience workforce roles are excluded from this grant program. If you are interested in entering into a lived and living experience workforce role, we suggest the Certificate IV in Mental Health Peer Work.
- Please note applications which can be funded by other programs or funding streams will not be successful.

Will all applications receive funding?

- While the grant program aims to fund all eligible applications, unfortunately, not all applications may receive funding. Please make sure you read the grant's criteria and requirements carefully to give your application the best possible chance of success.

Can I apply for more than one qualification or course?

- No, a lived and living experience worker can only apply for one qualification or course at a time.

Can I use the funding for FTE or salary?

- No, this is outside the scope of the grants.

Are university-level qualifications or courses eligible?

- No. If you are interested in pursuing university-level qualifications, please review the Department of Health's other initiatives, which include the Lived and Living Experience Workforces University Scholarships
<https://www.health.vic.gov.au/workforce-and-training/lived-experience-workforce-initiatives>

About the application process

When do applications open and close?

- Applications open on 9 am Friday 14 October 2022 and will close at 11:59 pm Friday 18 November 2022 AEST.

How do I apply?

- All applications must be made online. We will not accept applications in other formats. Click on the 'Apply Now' button. Please read all information before submitting an application.
- If you wish to discuss your application or require assistance, please contact grants@mhvic.org.au. Please allow at least 2 business days for support and note that the Grants Team is not available on weekends. Please provide as much information about the issue you are having when contacting us.

What do I need to do before I submit my application?

- Please read the eligibility criteria available to make sure you are eligible for the grants program.

When do I need to complete my qualification or course?

- The qualification or course must be for the first semester in 2023 or start within 6 months of the signed grant agreement (by the end of May 2023). The qualification or course could extend outside this time period if appropriate (diplomas or certificates).
- If the cost of the qualification or course exceeds the maximum available funds per the application, the applicant is responsible for paying the remaining amount.
- Please note: The grants committee will not respond to applicants until early December for this round, so please bear this in mind when selecting the study options for your proposal.

What will not be considered for funding?

- Qualifications or courses that are outside the scope of lived and living experience worker leadership capabilities, roles and responsibilities will not be approved. The qualification or course must be leadership focused.
- The grants cannot be used to support FTE, salaries, travel, accommodation or external materials. The grants will only cover the qualification or course cost. In-

house training provided internally by your organisation or employer will not be approved.

- The Certificate IV in Mental Health Peer Work is on the free TAFE list, therefore out of scope for this funding.
- If the qualification or course is better suited to another State or Federal funding stream it will not be successful for a Lived and Living Experience Workforce Leadership Development Grant.
- Qualifications or courses provided by international or overseas providers will not be accepted for these grants.

What documents will I have to provide to support my application?

You will need to upload copies of the following documents to your application:

- A letter of recommendation from your line manager and/or lived and living experience senior.

How will my application be assessed?

- Grants will be awarded based on your answers to the selection questions and additional weighting will be given to Aboriginal and/or Torres Strait Islander applicants, and those who work in regional or rural Victoria.
- Following these assessments, your application will be reviewed by an expert assessment panel. Once a decision has been made, we will advise you of the outcome.

Will I get feedback on my application if it is unsuccessful?

- We will try to provide feedback for unsuccessful applicants to ensure they meet future program guidelines and eligibility criteria.

Are late applications accepted?

- No. All applications must be submitted by the relevant due date and time, after which the application portal will no longer be available.

How do I know if the qualification or course I'm applying for is eligible?

- If you are unsure if the qualification or course you are applying for is eligible for this grant, please don't hesitate to reach out. We can provide guidance and / or confirm eligibility.

About the assessment process

When will successful applicants be announced?

- We anticipate applicants will be notified about the outcome of their grant application 4 to 6 weeks after the funding round is closed. All applicants will be notified in writing.

Can I ask for a reassessment?

- The grants are based on merits of the application. All applications undergo a rigorous assessment process. All decisions in relation to funding are considered final.

About successful applicants

When will I receive funding?

- If successful, your organisation must agree to the documentation provided on the funding agreement within 30 days of your offer. If a grant offer is not accepted during this period, the grant may be withdrawn.
- The funding agreement will outline:
 - the grant terms and conditions, including use of funds
 - key deliverables and due dates
 - reporting requirements.
- We will also request any supporting documents, such as proof of citizenship or permanent residency.
- Funding will be allocated once the applicant has provided an invoice for their qualification or course.

Where will funding be paid?

- The grants will be paid through an invoice only method. For all qualifications and courses, MHV would pay the invoice that is directly provided by the course provider.
- If applicable, the grants may be paid directly to individual recipients where a HELP debt has been entered into for training.
- No funds will be paid directly to employers.

What are the conditions for monitoring the grant funding?

- Once an applicant has been approved, MHV distribute an agreement document, discuss expectations and create formal communication between applicants and MHV. The Grants Team will be the main point of contact.

What reports will I need to provide?

- MHV will provide all grant recipients with a survey for feedback on the grants and qualification or course the successful applicant completed. This will provide evidence of funds meeting program requirements. We will also request evidence of course or training completion.

Can I defer enrolling in a qualification or course?

- Yes. Grant recipients may defer their enrolment once.

What happens if I have unspent funds?

- Allocated funding must be **used for the first semester in 2023 or within 6 months of the signed grant**. If you are unable to spend all the grant funds, the Grants Team will provide you with a step-by-step process to discuss this.
- If you unenroll or do not pass during the period of your qualification or course, you will need to also get in contact with our Grants Team.
- Any refunds need to be returned to MHV.