

Frequently Asked Questions (FAQs)

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 Experience Workforce Grants Program?

The Lived Experience Workforce Grants Program builds upon the Royal Commission's recommended reforms of the lived experience workforce. The intention of the program is to invest in lived experience workers' (consumers and family/carers) individual qualifications, leadership/professional development, and capability building activities. The grants are also available for organisations to build, grow and enhance lived experience workforce leadership, capability and capacity building. These grants are available to designated mental health lived experience workers employed at approved Victorian Government funded community-managed mental health services

What are we looking for?

We are seeking applications that outline qualifications, trainings or projects that can build the leadership of lived experience workers in community-managed mental health services. The qualification, training or project must build the capacity and capability of current lived 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 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?

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, training or project?

A lived experience worker can apply for more than one training or qualification in either stream. However, this must be justified, and the final decision will be up to the assessment panel.

If a lived experience worker submits a proposal, but their organisation also applies for a project that includes that worker, a decision must be made on which application the lived experience worker receives funding for.

If you received funding previously from this program, you cannot submit another application.

Can an organisation make multiple applications?

Yes, multiple applications can be made from the same organisation if this includes different lived experience workers.

Can I use the funding for FTE or salary?

No, this is outside the scope of the grants, the intention of the program is to invest in lived experience workers' individual qualifications, professional development and capability building activities.

About the application process

When do applications open and close?

There will be multiple funding rounds available throughout 2022, however the program will be closed once funding is depleted so we recommend you apply in earlier rounds if possible.

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 if I have a technical problem when submitting my online application?

If you are having problems, the application form isn't loading or submitting, using a different internet browser can sometimes help. If this does not work, please contact the Grants Team, grants@mhvic.org.au, who will assist where possible.

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, training or project?

In the third funding round (30 May to 27 June) allocated funds must be used **by 01 October 2022**. The qualification, training or project could extend outside this time period if appropriate, such as educational opportunities (degrees, diplomas or certificates).

If the cost of the qualification, training or project exceeds the maximum available funds per the application, the applicant/organisation is responsible for securing the remaining amount and this will need to be described in the proposal.

Please note: The grants committee will not respond to applicants until the end of July for this third round, so please bear this in mind when selecting training options for your proposal. The qualification, training or project must begin by the end of October 2022 for this third round.

What will not be considered for funding?

Qualifications, trainings or projects that are outside the scope of lived experience worker capabilities, roles and responsibilities will not be approved.

The grants cannot be used to support FTE, salaries, travel, accommodation or external materials. The grants will only cover the qualification, training or project cost. In-house training provided internally by your organisation or employer will not be approved.

Please note, if the qualification, training or project is better suited to another State or Federal funding stream it will not be successful for a Lived Experience Workforce Grant.

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 proposal document (maximum 800 words or 2 pages) that responds to the assessment criteria, clearly identifies the requested funding amount, time schedule of the proposal, names of lived experience worker/s and relevant activities.
- A letter of endorsement from your organisation.
- Position description/s of applicants.

We do not provide a template for the letter of endorsement.

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.

What if I can't provide a document that is mandatory?

Please contact the Grants Team at grants@mhvic.org.au.

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.

Funding will be allocated once the applicant has provided an invoice for their qualification, training or project.

Where will funding be paid?

The grants will be paid through an invoice only method. In the case of individual/group training or educational qualification, MHV would pay directly to the course provider. For certain projects or initiatives, MHV may pay directly to the organisation.

What are the conditions for monitoring the grant funding?

Once an applicant has been approved, the Project Officer will distribute an agreement document, discuss expectations and create formal communication between applicants and MHV. The Project Officer will be the main point of communication if questions arise.

Monitoring and evaluation standards will be clearly distributed and agreed to by the approved applicant.

What reports will I need to provide?

Feedback on the qualification, training or project, likely in the form of a survey, will be provided by MHV. This will provide evidence of funds meeting program requirements. We will also request evidence of course, training or project completion.

What happens if I have unspent funds?

Allocated funding for the third funding round must be **used by 01 October 2022**. If you are unable to spend all the grant funds, the Grants Team will provide you with a step-by-step process to return any remaining funds to Mental Health Victoria.

If you are using the funding for educational opportunities, and you unenroll or fail during the period of your course, you will need to also get in contact with our Grants Team to return the allocated funds.