

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, 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 lived experience workers employed at eligible Victorian Government funded community-managed mental health services

What are we looking for?

We are seeking applications that outline qualifications, training or projects that can commence in early 2022 and 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.

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?

No. For example, 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.

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?

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?

Applications open Thursday, 2 December 2021 and will be open through two funding rounds as per below. The grants program will be closed once funding is depleted so we recommend you apply in the first round if possible.

Round	Dates
Funding round 1	2 December 2021 until COB 21 January 2022
Funding round 2	28 February 2022 until COB 28 March 2022

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?

Preferably it would start in early 2022, all allocated funds must be used **by 01 July 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.

What will not be considered for funding?

A qualification, training or project that does not meet the grants criteria and eligibility requirements. Entry-level lived experience workforce opportunities are outside of the program's scope and will not be funded. Funding cannot be used for FTE.

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.

We do not provide templates for the proposal or 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 organisations, projects or initiatives, MHV would pay directly to the organisation.

Please note financial acquittal of the grant funds will be required of organisations **by 1 July 2022** to demonstrate funds have been expended for their intended purposes.

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?

A report on the qualification, training or project by the lived experience worker/s, likely in the form of a progress update video, will be provided to MHV prior to evaluation report submission. This will provide evidence of funds meeting program requirements.

What happens if I have unspent funds?

Allocated funding must be **used by 01 July 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 after 01 July 2022, you will need to also get in contact with our Grants Team to return the allocated funds.