



# MENTAL HEALTH MONTH <sup>ACT</sup>

## Reimbursement Grant Program Application Guidelines

### Key Dates:

Applications Open	Wednesday 3 April, 2019
Applications Close	Friday 24 May, 2019
Applicants notified of outcome	Tuesday 4 June, 2019
Finalised event details submitted for inclusion in event program and online	Thursday 1 August, 2019

To apply for a 2019 Mental Health Month Reimbursement Grant, please visit the Mental Health Month ACT website.

[www.mentalhealthmonthact.org](http://www.mentalhealthmonthact.org)



# Reimbursement Program - An overview

The Reimbursement Grant Program provides funding of up to **\$1,000** to help groups and organisations located in the ACT host an event of their own choosing for Mental Health Month (October).

The scope of Mental Health Month events and activities is limited only by applicants' imagination and enthusiasm! Broadly, events should seek to maximise the wellbeing of individuals and the wider community and promote positive mental health. **Events must be held during October 2019.**

For successful applicants, events can be included in the popular Mental Health Month event calendar booklet. This booklet is publicly available, published and distributed in hard copy and online in the lead up to Mental Health Month. This is a useful tool to promote your event to a broad audience you might not otherwise reach.

## What is Mental Health Month?

Mental Health Month occurs each year in October and encompasses World Mental Health Day on October 10.

Mental Health month is an annual event celebrated in over 100 countries in an effort to raise community awareness and understanding of mental illness, reduce the stigma and discrimination associated with mental illness, and promote positive mental health and wellbeing.

Mental Health Month ACT is coordinated by the Mental Health Community Coalition ACT (MHCC ACT).

## Who can apply?

Grants are for any community-based group or organisation, charity, school, university or faith-based group within or outside of the mental health sector. Our aim is to offer a diverse events program, catering to all sub-groups of the community.

Government agencies and private sector businesses are ineligible to apply. Although these groups can't apply for a grant, we encourage you to still host an event during Mental Health Month ACT.

## What does the application process involve?

Complete the form on the 'apply for a grant' page on the Mental Health Month ACT website here [www.mentalhealthmonthact.org/grant application](http://www.mentalhealthmonthact.org/grant-application).

## How do I claim my Reimbursement Grant?

Reimbursements for successful applicants can only be claimed **AFTER** the event has occurred. To claim a pre-approved grant, the following is required:

- 1) An itemised invoice detailing your organisation's nominated bank account, including; name of bank, BSB and account number as well as your organisations ABN (if applicable).

# Ideas to inspire your event in 2019!

## HOST AN ART WORKSHOP

Art has been proven to relieve stress, promote creative thinking and event aid mental health recovery. Why not hire a qualified artist or art tutor to instruct a workshop for your patrons, students or the public? Music and performing arts workshops also make great events!

## GROUP YOGA, MINDFULNESS OR AN OUTDOOR HIKE

A health focused activity - preferably in the outdoors - is a great and inexpensive way to get people out and about, moving and making new friends. Yoga, mindfulness, tai chi and walking have proven mental and physical health benefits. End the activity with a fully catered morning or afternoon tea to encourage conversation.

## CONCERT OR PERFORMANCE SHOWCASE

There's nothing like a performance to bring people together! And Mental Health Month is all about bringing the community together to support a good cause, forge connections and have fun! Music, poetry, story-telling or dramatic performances will bring a supportive crowd.

## CARER RESPITE AFTERNOON

Carers are just one example of people worth recognising during Mental Health Month. Carers contribute so much, yet are so often forgotten, unsupported and isolated. There are plenty of other groups in need of respite or social opportunities. If stuck for ideas, think about an isolated or at-risk group and design an event catering specifically to their needs.



# Application Assessment

## Assessment Criteria

Projects outlined in funding applications must be compatible with the Objectives of Mental Health Month.

## Objectives of Mental Health Month

1. To raise community awareness and understanding of mental illness
2. Reduce the stigma and discrimination associated with mental illness
3. Promote positive mental, physical, social and spiritual health and wellbeing in the community
4. Encourage people to seek-help and practice self-care
5. Provide information about mental health and wellbeing and increase awareness of local services

Priority will be given to event projects that specifically target one or more of the following at-risk groups:

- Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual communities (LGBTQIA+)
- Aboriginal Torres Strait Islander Communities
- Culturally and Linguistically Diverse communities (CALD)
- Young people, including school and university based activities
- Adults aged over 65 years
- Children of Parents affected by a Mental Illness (COPMI)
- People with a disability
- Other isolated or at-risk groups

When considering a large number of applications, priority may be given to applicants who demonstrate a **high level of detail** and planning for the event.

This may be in the form of a comprehensive project plan, event timeline or run-sheet. Applicants are encouraged to provide as much detail as possible in the application as this provides assurance that the event is likely to go ahead as planned and be a successful addition to the event program.

# Grant Assessment & Budget

## Grant Assessment Panel

The ACT Mental Health Month Reimbursement Grants program assessment panel is made up of three representatives from the mental health sector, including one representative from MHCC ACT. The panel will undertake the evaluation of the reimbursement applications in reviewing and assessing each application according to the assessment criteria.

The panel welcomes applications that are **creative and innovative**. Reimbursements will be selected at the panel's discretion. Feedback will be provided upon request.

## How can the grant be used?

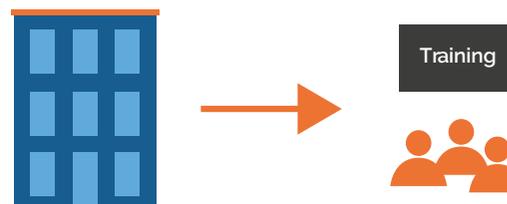
Funds issued through the Reimbursement Grant Program are to be used only for costs associated with the organising, promotion and running of an event that *falls outside the core business of the organisation*.

Reimbursement grant funds **cannot be used to cover wages**. Applicants that propose a reimbursement for an activity that is considered 'core' business will not be considered. **See examples on the right.**

If you have any queries about the suitability of your project please contact MHCC ACT. We are more than happy to discuss your event proposal.

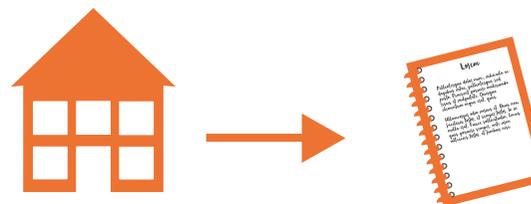
## Example

Application cannot be considered



An advocacy-based organisation submits an application for funding so that staff can run advocacy skills training for their members

Application will be considered



A community services organisation submits an application for funding to host a creative writing workshop during Mental Health Month for carers to document their personal stories.

## Event Budget

All applications must include a detailed budget outlining project event expenditure. Your budget should clearly identify what you are seeking to reimburse. If you are running this project with funding from other sources, please indicate this. **Applications that do not include a budget will not be considered.**

Download the budget template [here](#).

# Reimbursement Amount & Late Event Changes

## Reimbursement Amounts

**Reimbursements of up to \$1000 (GST inclusive) will be provided.** If your proposal is successful, you will be notified in writing of the amount of your reimbursement. If you receive correspondence indicating you are successful, you must sign the declaration stating that the reimbursement will be used explicitly for the purpose outlined in the application. **Successful applicants that do not return this declaration will have their reimbursement cancelled.**

## Multiple Applications

Organisations are welcome to submit more than one application, however due to high community interest in the program, organisations are most likely to only receive one reimbursement grant per organisation.



### Why is Mental Health Month important?

Initiatives like Mental Health Month are essential for starting conversations about mental health within families, peer groups and in the broader community so that people who are struggling can find the support they need.

## Late Changes to your Grant-Funded Event

If you are successful in receiving a reimbursement grant and you need to modify the proposed project, please contact MHCC ACT immediately and seek approval to modify the reimbursement claim. **Generally, minor modifications will be approved.** However, major changes to the structure and/or concept of the event may not be approved.

If your event is to be included in the Mental Health Month ACT event program booklet and you make changes to the event **after the August 1 deadline**, you must notify MHCC ACT and make every possible effort to notify prospective patrons. It may not be possible to alter the event details in the print booklets or the online version.

## Late Venue Changes

If you are running an open event where patrons are not required to book prior to attending the event, it is advised that you avoid changing the venue at late notice unless absolutely necessary. If you need to change the location of an event **after the August 1 deadline**, please notify MHCC ACT so we can try to update information on the Mental Health Month website. You must also make every possible effort to relay this venue change to prospective patrons via email or other means.

# Event Promotion Terms

If you are successful in receiving funding through the Mental Health Month Reimbursement Grants Program, you must promote your event as being part of Mental Health Month ACT in 2019.

All promotional copy and merchandise used to market the event (including posters, flyers, online event registration pages, email event invites etc.) must clearly state that the event is part of Mental Health Month 2019 and include the Mental Health Month ACT logo. This logo and other promotional artwork for Mental Health Month ACT 2019 can be downloaded via the website.

Event holders are encouraged to use the official Mental Health Month ACT poster and flyer templates. If choosing to design your own poster/flyer, the Mental Health Month ACT logo must be included and used according to specifications set out in the brand guidelines.

## Mental Health Month Event Calendar

Not all events will be suitable for inclusion in the publicly available Mental Health Month ACT event calendar booklet. Inclusion in this calendar benefits primarily those organisations who wish to open their event up to the public or to a broad audience.

If you do not want your event included, please indicate this in the allocated check-box in the application form on the website.

Note: MHCC ACT reserves the right to decline a reimbursement request where the host organisation fails to promote the event as part of Mental Health Month ACT in accordance with the event promotion terms.

Apply today [www.mentalhealthmonthact.org](http://www.mentalhealthmonthact.org)

## WAYS TO PROMOTE YOUR EVENT

- Include a byline that reads:  
*"This event is part of Mental Health Month 2019"*
- Recognise the funder by including a byline that reads:  
*"This event is made possible thanks to funding provided by the Mental Health Month Reimbursement Grants Program".*
- Title your event:  
*A Mental Health Month event: Insert your event title here.*
- Use this phrase or similar:  
*"This October, we are celebrating positive mental health & wellbeing with our event: Insert your unique event title here!"*
- Display the Mental Health Month logo beside your organisation's logo on all marketing material related to the event in line with the brand guidelines.

### Application Checklist

- Read this guide
- Complete online form [here](#)
- Attach event project plan as part of your online application
- Attach [event budget table](#) to your [online application](#)

### Reimbursement Claim Checklist

- Provide an itemised invoice detailing your organisation's nominated bank account, including; name of bank, BSB and account number as well as your organisations ABN (if applicable).