

# Community Wellbeing Grants

## NSW Mental Health and Wellbeing Flood and Disaster Recovery WNSW PHN

Building Resilience

## Application Guidance Document

**Western Health Alliance Limited trading as Western NSW PHN**

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## 1. Program Overview

Under the NSW Government's *Mental Health and Wellbeing Flood and Discovery Recovery Western NSW PHN Package*, Western NSW Primary Health Network (WNSW PHN) is offering Community Wellbeing Grants – “Western NSW Flood Response - Ministry of Health” to support rural communities that were affected by recent natural disasters.

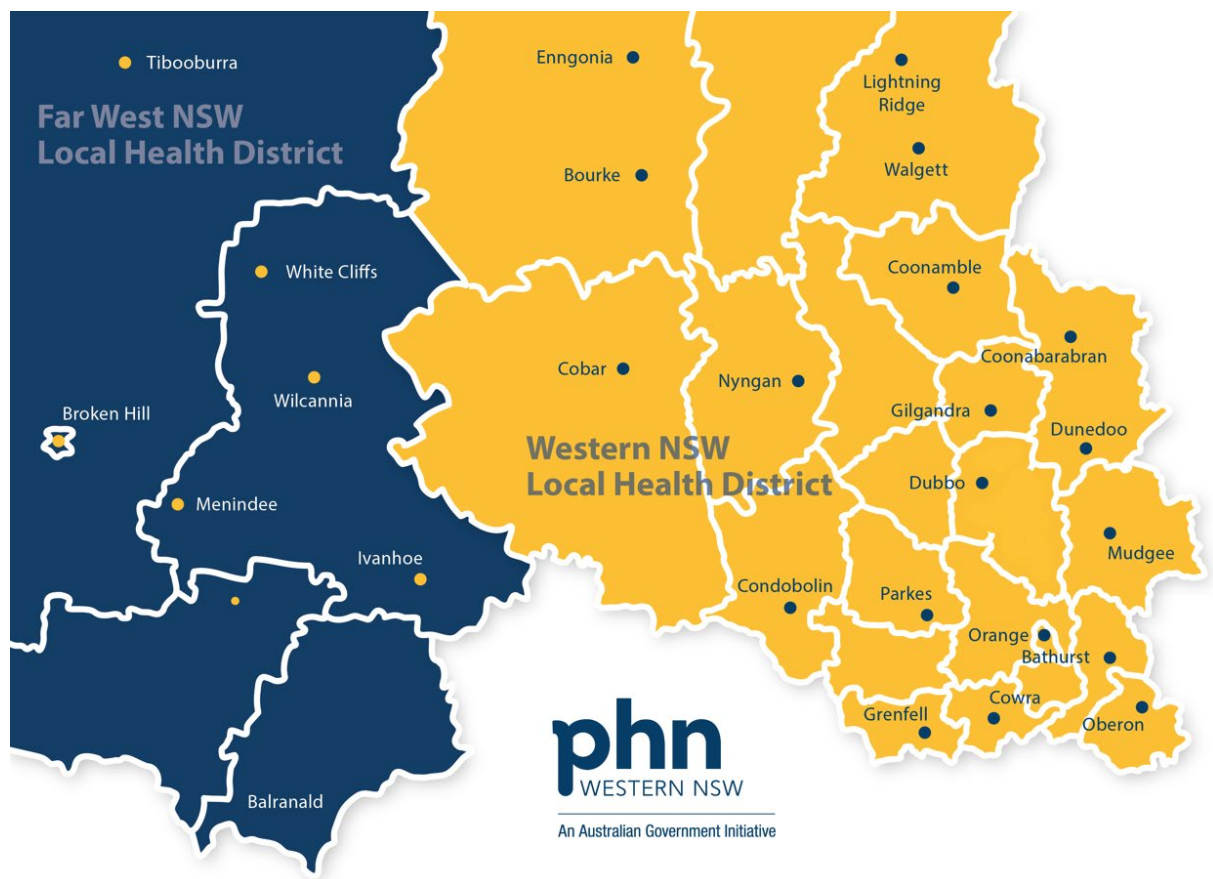
The Grants objective will facilitate the delivery of community led and focused wellbeing initiatives to help improve mental health and build community resilience across our region.

## 2. The Western NSW Primary Health Network Region

WNSW PHN encompasses both Far West NSW Local Health District and Western NSW Local Health District across a total area of 433,379 square kilometres. It is the largest PHN in NSW spanning 53.5% of the geographical area of the State.

The total population is estimated to be over 316,600 people, with 20% over the age of 65 years. Approximately 12.8% of people in our region identify as Aboriginal and Torres Strait Islander

The map below shows the whole Western NSW PHN region.



### 3. Eligibility

To be eligible for these grants the applicants must provide evidence they meet one of the below criteria.

1. Be an organisation or business with an ABN, and be located within the Western NSW PHN region (See Map Above) affected by floods; or
2. Be a Community Group within the Western NSW PHN affected by floods with or without an ABN (if no ABN then needs to be through a sponsor or Auspice organisation).
3. Individual healthcare providers, other sole traders, and for-profit businesses are not eligible unless the application has been co-designed with or in active partnership with an Auspice not-for profit community-based organisation.
4. The grants cannot be used to deliver clinical services.
5. To be eligible, activities need to extend beyond usual business to support communities in flood recovery. All funded activities need to be driven by the community and identified community needs, rather than provider driven.
6. Grant activities must be free to the community and organisations and cannot generate income for wages, fundraising, or any other purposes without prior approval from WNSW PHN.
7. Youth groups and organisations are eligible and encouraged to apply, however the nominated contact person must be aged 18 years or over.
8. Community groups and organisations representing vulnerable or hard to reach communities are strongly encouraged to apply.
9. Successful applicants will need to complete a short summary report and financial declaration at the completion of their grant that describes the outcomes achieved.

As a mandatory requirement the applicant must supply a letter of support from at least one community organisation in the location where the activity will be run. (e.g.: community-based organisation, CWA, school, Police or Local Government).

### 4. The Kind of Initiatives We're Looking to Fund

A range of activities and initiatives may be considered appropriate to support community-led wellbeing, including, but not limited to:

- social connection events that bring the community together to build networks and friendships such as community BBQs, exercise classes, playgroups, art therapy classes, etc.
- community events or workshops that promote resilience and reduce stigma associated with mental illness and accessing mental health and suicide prevention services.
- projects that are recovery focused and aim to build on the community resilience, healing, and capacity building (must have active involvement from the community).
- sharing information about available community resources and services and how to access them

- complementary and lifestyle interventions known to improve physical and mental health that can be delivered in a group setting, such as exercise and wellbeing classes.
- community education on topics such as managing stress, anxiety, depression, and stigma.
- practical advice and skills development, e.g. for parents to help provide support for their children.

## 5. Grant Funding

Funding up to \$20,000 is available per application. Maximum of two applications per applicant.

Size of grants available are from:

\$ 1,000.00 - \$ 5,000.00  
 \$ 5,001.00 - \$10,000.00  
 \$10,001.00 - \$20,000.00

The amount received will be determined by a credible budget.

Complete grant applications up to \$10,000 in value will be evaluated as they are received, and the outcome will be determined within 15 business days. **Applications** between \$10,001(ex. GST) and \$20,000(ex. GST) will be assessed after closure of the grant round on 15 January 2024. Please allow a minimum of three weeks from the grant closure date for outcomes of applications to be announced.

An additional funding round will only be made available if all grant money has not been fully allocated during this grant period.

Funds cannot be used for:

- the purchase of large value assets such as buildings or vehicles; or
- to duplicate existing funding, service delivery or ongoing operational costs.
- Delivery of clinical services

Funds can be used for:

- Administration for proposed activities (maximum 10% including auspice costs);
- Delivery of proposed activities or programs throughout the period; and
- Basic resources to support proposed activities up to a value of \$1,000 per item and a max of \$3,000 total assets per application. (e.g. BBQ, printer, sun shelter etc.).

All activities need to be completed and funds expended within 6 months of the funding agreement. This cannot be any later than 30 June 2025.

## 6. Assessment Criteria

Applications will be assessed against the following criteria:

- evidence that the grant activity will be conducted in flood affected communities across Western NSW PHN regions. Priority will be given to the flood impacted communities of Eugowra, Parkes, Forbes, Molong, Canowindra;
- demonstration of need, I.e:
  - how the flood impacted your community, and;
  - how the activity will benefit your community
- evidence that the planned activity is consistent with the grant program's objectives
- the activity can be delivered within 6 months from contract execution.
- the applicant has no outstanding reporting from previous grant rounds.
- capacity of grant recipient to deliver the activity on time and within budget.
- the activity is value for money.
- the budget clearly breaks down the major elements of the planned expenditure.
- the activity does not duplicate services and there is not an over-saturation of services in one community.
- the activity is not an existing activity or if the activity is already existing the funding proposed will be used to enhance the activity beyond its usual scope.

## 7. Submitting an Application

To make an application for a Community Wellbeing Grant – Western NSW Flood Response - Ministry of Health

1. Follow details in this Guidance Document
2. Review the Western Health Alliance Limited (WHAL) General Grant Conditions
3. Follow the Application Checklist
4. Complete the Application Form
  - Activity Budget must be submitted with your application
  - Signed Declaration must be submitted with your application

Applications up to the value of \$10,000 will remain open until funds are exhausted and will be evaluated as received. Applications over \$10,000 will be accepted up until 15<sup>th</sup> January 2024. Please allow a minimum of three weeks from the grant closure date for outcomes of applications to be announced.

Each section of the application must be completed, including your budget.

The information provided in the Application Form will be used to evaluate applications and inform funding decisions. Failure to complete every section of the form may impact your application.

As Grants Applications are received, an Evaluation Panel will assess the responses based solely on evidence provided within the document.

Applicants should be aware that WNSW PHN reserves the right to award all, some, or none of the components of an applicant's proposal.

Details of successful applicants, the activity location and its purpose will be made public on the WNSW PHN website.

**Applications must meet all the Assessment Criteria to be successful for Grant Funding.**

## 8. Requirements of the Grant Funding

Following the successful outcome of the grant application, the recipient must:

- submit Vendor Form and tax invoices to WNSW PHN for the agreed amount.
- ensure that the approved Activity complies with Government COVID-19 requirements.
- provide the Grant Recipient with the grant funds to carry out the Activity (if auspice).
- maintain a record of expenditure of grant funds and provide proof (receipts, bank statements, account deposit/s) if requested.
- maintain public liability insurance for the duration of the Activity (minimum coverage of \$10 million per claim).
- provide proof of relevant insurances upon request including Public Liability Insurance, and Workers Compensation Insurance (if applicable).
- ensure that any promotional material acknowledges WNSW PHN and NSW Ministry of Health.
- ensure the Activity Summary (including Financial Report) and signed Financial Declaration are submitted by the due date.
- keep administrative overheads to a minimum. Grant funds may be used to cover the costs of communications and marketing to engage with communities and promote funded activities.
- deliver grant activities free of cost to the community (Grant recipients are not entitled to generate income through fundraising or any other purpose without prior approval).
- ensure that any staff conducting activities that include minors have a valid Working With Children Check.
- ensure any minors (aged 14 to 17 years) are supported in a Child Safe Environment while preparing and carrying out the activity and;
- understand and are able to carry out the proposed activity and; have the capacity to provide all required documentation and information related to the activity (or are supported by someone who can).

## Further Information

For any further information please contact:

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