



Funding Guidelines

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INTRODUCTION

The Central Queensland Medicare Local (CQML) Healthy CQ Grants Fund is a one-off grants program to support the strategic intent of the organisation in keeping people well and out of hospital.

The Healthy CQ Grants Fund is directed towards projects or activities that will address the findings of the Needs Assessments conducted in 2012/2013 and 2013/2014 by CQML to assist us gain a good understanding of the region.

The number one issue we face in this region is the fact that 2 in 3 adults in CQ are overweight or obese and a lack of exercise coupled with poor nutrition was highlighted as contributing factors to poor health. Research has shown that all these are risk factors for chronic disease so it is not surprising that 85,000 people in the region suffer from one or more chronic disease.

Diabetes, heart disease and mental health were all in the top 10 of higher than average disease levels in CQ and results of an on line health survey highlighted in 2013 that access to services and a lack of transport were major concerns.

The findings of the initial Needs Assessment are directing the work of CQML for the 2013/2014 year with obesity, cardiovascular disease, diabetes and mental health as the four priority areas and older people, children and families, Aboriginal and Torres Strait Islander Peoples and Culturally and Linguistically Diverse people being the major target groups.

Applications for these grants will be processed and assessed by the CQML Community Grants Committee. Membership of this Committee is primarily independent representatives who will make recommendations to the CEO on funding to eligible organisations.

OBJECTIVE

To enhance the capacity of organisations within Central Queensland to provide projects or services that support community based health initiatives in line with CQML key priority areas.

Organisation eligibility

Applicants must be a viable legal entity as defined by ATO:

- A not-for-profit incorporated association or company;
- A government agency or statutory body;
- A company or partnership;
- A not-for-profit organisation with other legal status;
- A community group in an auspice arrangement with one of the above.
- Sole Traders ie general practitioners, allied health professional, nurses etc

And meet the following requirements:

- An ABN or provide evidence they have applied for one, or be sponsored by an organisation that does have an ABN.
- Deliver all funded activities in the Central Queensland Medicare Local geographical region.
- Ensure that the declaration at the end of the application is made by the CEO or equivalent. This person must have ultimate financial and management responsibility for the organisation applying for funding.
- Current public liability insurance policy with a minimum of \$20 million in cover

Eligible organisations must be based within the Central Highlands, Woorabinda, Gladstone, Banana, Livingstone or Rockhampton Local Government Areas (LGAs). The only exception is where the Sponsor Organisation is also the Parent body and the organisation has an established permanent operational presence of two years or more within an eligible LGA. In this case the parent body can apply as the Sponsor Organisation and may be located outside of an eligible LGA.

Preference will be given to projects that are developed as a partnership between two or more organisations.

Funding priorities

Projects may focus on individuals, their families or carers or on the communities in which they live.

While the Healthy CQ Grants are designed to enable new and innovative projects and initiatives to be funded, consideration will be given to enhancement of existing programs, proven projects that are not currently funded and research into areas not currently being evaluated.

The following priority areas can be addressed. If an organization wishes to apply for more than one priority area, they will need to complete an Application Form for each separate priority area.

PRIORITY AREA 1 – Making a difference in diabetes, cardiovascular health, or tackling obesity

Three project fund grants of up to **\$20,000** (ex GST) each will be provided to organisations or partnerships to undertake innovative projects that aim to reduce the incidence or severity of diabetes, cardiovascular disease or obesity. These projects can encompass clinical services, preventative health initiatives, research, community engagement or health promotion activities but should address the needs of one of the identified priority target groups.

PRIORITY AREA 2 – Supporting the Partners in Recovery Program (PIR) - Mental Health

PIR aims to support people with severe and persistent mental illness with complex needs and their carers and families, by getting multiple sectors, services and supports they may come into contact with (and benefit from) to work in a more collaborative, coordinated and integrated way.

Throughout the region, in a partnership/consortium arrangement with CQML and funded through the PIR program, various organisations have employed Support Facilitators (SFs). The Support Facilitators work individually with clients and their families to connect them to the health and social services they need.

A minimum of **three** projects of up to **\$30,000** (ex GST) each will be funded to organisations for innovative ideas to support the uptake of PIR for clients who are 'hard to reach'. These are people with a severe and persistent mental illness who may be homeless, disengaged from the service system or socially isolated.

PRIORITY AREA 3 – Indigenous Health

Over 6% of the resident population of Central Queensland are Aboriginal or Torres Strait Islander people and research has shown their general level of health is lower than that of non Indigenous residents. In particular Aboriginal and Torres Strait Islander peoples suffer a higher rate of chronic disease than other populations.

The Institute of Health and Welfare in a report published in 2011 listed the following as the major causes of the health gap between Indigenous and non Indigenous Australians.

- Heart diseases
- Diabetes
- Liver diseases
- Chronic lower respiratory disease
- Cerebrovascular diseases, such as stroke
- Cancer.

Two project fund grants of up to **\$20,000** (ex GST) each will be provided to organisations and partnerships for projects which are aimed to reduce or mitigate the incidence of one or more of these chronic diseases in Aboriginal or Torres Strait Islander people residing in CQ.

These projects can encompass clinical services, preventative health initiatives, research, community engagement or health promotion activities but should only be directed to the needs of Aboriginal and Torres Strait Islander people.

Other factors used to determine the allocation of funding include:

- financial position of organisation
- age of organisation
- value of the grant being sought
- number of applications submitted by the legal entity (if sponsoring applications)
- geographical location of organisation and/or benefit
- target group being assisted

APPLICATION ELIGIBILITY

All applications must demonstrate benefit to the Central Queensland community as per the Application Form that can be accessed from www.cqmedicarelocal.com and all applications must include the following:

- ☒ A complete application form
- ☒ Letters of support (if applicable)
- ☒ Evidence of legal entity status (eg. Certificate of Incorporation)
- ☒ Evidence of current Public Liability Insurance (eg. Certificate of Currency)
- ☒ Copies of information providing evidence of project needs (if available)
- ☒ Evidence of Goods and Services Tax (GST) status and registration date.
- ☒ Certificate of Indemnity Insurance – up to the value prescribed in the Service Agreement arising from any one event.
- ☒ Evidence of Workers Compensation Insurance (Workcover).
- ☒ Audited financial statements for the last two financial years, including:
 - Profit and loss statements
 - Balance sheets
 - Cash flow statements
 - Current cash at bank.

Applying for a grant means that the legal entity (applicant) agrees to follow all guidelines when making the application and follow requirements if an application is approved. The applicant takes financial responsibility for the grant and must ensure that there is adequate insurance cover for all activities outlined in the application. It is the responsibility of the applicant to ensure that all local, state and commonwealth laws and regulations are followed.

It is the responsibility of the applicant to have all approvals and documents to substantiate the information provided in the application form at the time of making the application. If the application is successful, the applicant must keep and maintain, for a period of seven years after the grant is acquitted, the necessary records to substantiate the information contained within the application. If an applicant is sponsoring an organisation this also includes any information pertaining to the sponsored organisation.

Where an applicant is sponsoring another organisation, it is the responsibility of the applicant to determine how they will interact with a sponsored organisation if successful for funding.

PLEASE NOTE – this is a one off grant program. Grant funds must be expended by 30th June 2015 at the latest and no other grant funding will be provided.

Central Queensland Medicare Local reserves the right to offer future funding rounds only if sufficient funds become available. Grant recipients should consider this a single grant.

Eligible items

Applicants can apply for any item however, to increase your chances of being successful for funding, please note below the list of items unlikely to be funded.

Items that are unlikely to be funded

- repayment of debts and loans
- facility upgrades
- contingency costs
- auspice fees
- funding for a staff or member social event
- sponsorship
- primarily directed to fundraising, prizes, competitions, awards or conducting conferences.
- overseas and interstate travel, attendance at conferences and trade exhibitions.
- applications for equipment only. Equipment will be considered for funding to a limited extent if it is demonstrated to be essential to the outcome of the program.
- applications for capital works, vehicles, furniture, or other forms of capital infrastructure.
- primarily research-based. Applicants are however encouraged to consider linkages with research institutions and ongoing translational research.
- the purchase of food which is not associated with a food skills or nutrition education program, such as food for breakfast programs or catering.
- costs that have already been incurred, or products that have already been produced, ordered or delivered
- costs of products or activities which are core business of the organisation. These include the infrastructure costs associated with running an organisation (e.g. employment of core staff, equipment, core programs, leasing or property maintenance).

No items requested during the application process can be purchased (including deposits on items) before an organisation is notified of an outcome in writing from CQML. Should this occur your organisation will be required to repay any grant funding spent prior to the written notification date.

Referees

Referees listed on the application form may be contacted regarding their support and should be informed of their inclusion prior to an application being submitted. Written evidence of the referees support is not required.

How often can an organisation apply?

An eligible organisation can submit a number of applications but as grants are limited, it is unlikely that any organization will be the recipient of more than one Healthy CQ fund. All applications must be submitted before the closing date identified on the application form and no applications will be considered if submitted after that date. Legal entities are permitted to sponsor multiple organisations in any one funding round.

How much funding can an organisation apply for?

Applications can be submitted for funding between a minimum of \$1000 (excl.GST) and a maximum of \$20,000 (excl.GST). Priority 2 (Partners in Recovery) can be up to \$30,000 (excl. GST)

APPLICATION SUBMISSION PROCESS

All application forms and supporting documentation must be submitted via the online portal accessible on the CQML website www.cqmedicarelocal.com by **4.30pm on 30th May 2014**. Late applications will not be accepted. Organisations will be notified within two weeks of the closing date to confirm the receipt of their application.

Grant assessment

Applications are processed and assessed by CQML. Each application is checked against funding guidelines. When assessing an application, CQML may request substantiation of any information provided on the form and may contact any parties listed.

All eligible applications are presented to the Committee for consideration. The Committee makes funding recommendations to the CEO for approval. Applications that are missing information or identify ineligibility against the funding guidelines will not be presented to the Committee.

The accountable officer of the legal entity will receive written correspondence from CQML. All applicant organisations will receive notification of an outcome, whether successful, unsuccessful or ineligible. All other applicants will receive written notification of the application outcome after the committee has met and CEO approval is received.

Grant agreement

Successful applicants will be asked to:

- Sign a Service Agreement with CQML outlining the specific project deliverables, timeframe, agreed budget and reporting requirements.
- Report progress twice during the terms of agreement to CQML using the standard template.
- Be responsible for the reporting and financial acquittal of the grant within the timeframe specified in the Service Agreement and;
- Appropriately acknowledge CQML for the assistance provided for the projects.
- Successful applicants will be asked to report on mutually agreed key performance indicators relating to the delivery of funded activities and the benefits for the community.

The legal entity has until 30th June 2015 to complete its obligation to CQML.

Payment

All documents supporting payments must be on commercial terms. Any contract entered into with a supplier/contractor will be on commercial terms to ensure no conflict of interest issues arise between the organisation, its members and suppliers.

Funding will be provided in two equal amounts at times specified in the funding agreement. Payments will be electronically transferred into the legal entity's bank account within 10 working days from notification of approval. Correspondence will be sent to the accountable officer of the legal entity confirming that the payment has been processed. If the legal entity is registered for GST, the letter will include a Recipient Created Tax Invoice (RCTI). If the legal entity is not registered for GST, the letter will include a remittance advice identifying the amount transferred. Any costs of the project in excess of grant funding will be the responsibility of the organisation.

Goods and Services Tax (GST)

GST can affect an organisation's grant in two ways:

- on the total grant amount
- on the GST paid on goods or services purchased with the grant.

GST considerations are based on the GST registration status of the legal entity. The legal entity is responsible for managing GST obligations and must submit a change request form (available from our website) if there is any change to their GST status.

Privacy statement

As per the CQML policy on Privacy and Confidentiality, information obtained through this grants process will be regarded as confidential and CQML will not disclose information regarding any organisation that is not already in the public domain.

Evaluation

CQML is committed to a strong evaluation culture. All grant applications will need to provide evidence of some evaluation measures and processes.

Closing date

30th May 2014 by 4.30pm

Further assistance

Website: www.cqmedicarelocal.com

Email: grants@cqmedicarelocal.com

Phone: (07) 4921 7777

Postal address: PO Box 242, Rockhampton QLD 4700