

INNOVATION AND EVALUATION GRANT

2023 - 2024

APPLICATION FORM

Closing date for applications:

10 November 2023

Applications to be submitted via email:

info@cmhdaresearchnetwork.com.au

APPLICANTS MUST READ THE "CMHDARN INNOVATION AND EVALUATION GRANT Guidelines for Applicants" PRIOR TO COMPLETING THIS APPLICATION

SUBMISSION CHECKLIST: Please ensure you have completed the following before submitting this application:

- Eligibility criteria have been met*
- All questions have been answered*
- Signature from the Chief Executive or relevant person provided by the applicant organisation / organisations*

GRANT DETAILS

The CMHDARN Innovation Grant will be funded from **1 December 2023 - 1 December 2024**

One \$20,000 (excluding GST) grant is available

Applicants must be able to demonstrate that the funds will be used to investigate and innovate in both mental health (MH) and alcohol and other drugs (AOD), e.g., the project funded will need to cover **both** areas rather than a singular in focus on either MH or AOD. Projects with lived experience collaboration and leadership are highly encouraged.

We encourage you to apply if:

- you have an innovative program that you would like to evaluate;
- you want to address a gap in your service delivery or practice;
- you want to find solutions to curious questions which continue to arise in your service

The successful applicant will be expected to meet the following milestones and three funding instalments will be issued at the completion of the first and final stage:

1. Completed project proposal submitted (application form for successful grant recipient)
2. Mid-grant report (due June 2024)
3. Final report (due December 2024)

The successful grant recipient **will be expected to lodge a request with the CMHDARN Research Ethics Consultation Committee (RECC)**. For further information on the RECC, please click [here](#).

SECTION A: PROJECT SUMMARY

Project title:		
Project site (i.e., setting and geographical location):		
Project timeframe:	Project to commence:	
	Project to be completed:	

SECTION B: ORGANISATIONAL DETAILS

LEAD ORGANISATION	
Legal Name	
Trading name	
Australian Business Number (ABN):	
Registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organisation size	<input type="checkbox"/> 10 staff or less <input type="checkbox"/> 11 to 49 staff <input type="checkbox"/> 50 to 99 staff <input type="checkbox"/> 100 staff or more
Core business (e.g., psychosocial support)	
Postal address	
Main contact person (Name and position)	
Contact Details	
Alternate contact person (Name and position)	
Contact Details	
Membership/s (note: if member of both, select both boxes)	<input type="checkbox"/> MHCC <input type="checkbox"/> NADA

SECONDARY ORGANISATION (if applicable)	
Legal Name	
Trading name	
Australian Business Number (ABN):	
Registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organisation size	<input type="checkbox"/> 10 staff or less <input type="checkbox"/> 11 to 49 staff <input type="checkbox"/> 50 to 99 staff <input type="checkbox"/> 100 staff or more
Core business (e.g., psychosocial support)	
Postal address	
Main contact person (Name and position)	
Contact Details	
Alternate contact person (Name and position)	
Contact Details	
Membership/s (note: if member of both, select both boxes)	<input type="checkbox"/> MHCC <input type="checkbox"/> NADA

SECTION C: ELIGIBILITY CRITERIA

C1. At least one applicant must be a member of the Mental Health Coordinating Council or the Network for Alcohol and Other Drugs Agency.

The applicant is a member of: (please tick both if applicable)	<input type="checkbox"/> NADA	<input type="checkbox"/> MHCC
The project is a collaboration between a MHCC member organisation and NADA member organisation	<input type="checkbox"/> Yes	
	Lead Organisation:	Secondary organisation:

C2. Does the project enhance innovation and evaluation capacity in the community based / non-government mental health (MH) and alcohol and other drug (AOD) sectors?

	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe how:		

C3. Applicants must provide evidence of organisational support and capacity.

Certification and agreement signed by CEO or equivalent of the organisation / both organisations	<input type="checkbox"/> Yes
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C4. Applicants must provide confirmation that they will adhere to funding provisions should their application be successful, namely that:

Funding will be quarantined for the research project only	<input type="checkbox"/> Yes
The project will be completed by 1 December 2024	<input type="checkbox"/> Yes
Accountability reports, as documented in the Funding Agreement, will be submitted by the project completion date	<input type="checkbox"/> Yes
The project will be conducted in NSW	<input type="checkbox"/> Yes

SECTION D: SELECTION CRITERIA

Project Design

D1. Purpose: Outline the purpose of your project. Include the aims and objectives and any expected outcomes/outputs / resources etc.

(Max 200 words)

D2. Research question/s: List the question/s that your project will investigate and/or address.

(Max 100 words)

D3. Methods and approach: Describe how you will conduct the project (i.e., detail the research methodology).

(Max 200 words)

D4. Project risks and ethical considerations:

- Identify key project risks and ethical considerations and indicate how these will be addressed
- Identify any risks and/or ethical considerations due to working across two organisations

(Max 200 words)

D5. Outcomes and evaluation:

- Describe how you will evaluate the project
- How will you know if your project outcomes were met?

(Max 200 words)

RELEVANCE / IMPACT

D6. Significance

Detail the rationale for the project and identify its importance for the growth and development of your organisation/service. Please include references, where appropriate, to existing research and/or practice approach and/or how the project may align with national or state priorities.

(Max 300 words)

D7. Impact / Outcomes

Describe the project's potential and anticipated impact and outcomes, to include:

- Will the project generate new or improved practice knowledge, contribute to building evidence-based practice, or build capacity in the organisation or in a broader context?

- Does the project represent an organisational quality improvement activity?
 - How will the project improve client/consumer/carer outcomes?
 - Will the project improve organisational culture and practice?
 - How will the project foster MH and AOD collaboration and outcomes?

(Max 300 words)

Mental Health and AOD focus

D8. Mental Health and AOD focus:

- Describe how the project will incorporate MH and AOD elements
- Describe how the project will incorporate lived experience researchers from across the mental health and AOD fields

(Max 200 words)

Collaboration

D9. Collaboration

List other potential partners in the table provided below. Partnerships with other service delivery organisations, universities, and lived experience researchers are encouraged.

Name and position title (if known)	Organisation	Potential role and contribution to project

SECTION E: OTHER PROJECT DETAILS

E1. Timeline and resources

Outline the key milestones of the project. List all resources needed and include whether in-kind financial and other resources will be provided to support project delivery from both organisations and any other collaborators.

(Max 300 words)

E2. Academic mentor

CMHDARN can facilitate the support of an academic mentor from the Matilda Centre at University of Sydney for the successful applicant. If the project could benefit from an academic mentor, please indicate the areas in which support might be useful.

Would you benefit from having an academic mentor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, please identify the areas in which support might be useful:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Developing a research question <input type="checkbox"/> Study design and methodology <input type="checkbox"/> Survey/Questionnaire design <input type="checkbox"/> Practice approach/s <input type="checkbox"/> Data collection <input type="checkbox"/> Qualitative analysis <input type="checkbox"/> Quantitative analysis <input type="checkbox"/> Statistical advice <input type="checkbox"/> Outcomes and evaluation <input type="checkbox"/> Literature review <input type="checkbox"/> Ethics applications and guidance <input type="checkbox"/> Report writing 	

E3. Budget (\$20,000 excluding GST).

Outline the proposed budget for the project. To be reported against as part of the Accountability Reports

Budget item	Funding requested (GST exclusive)
Personnel/Salaries/Consultant fees	
Administration costs	
Materials/Equipment	
Other	
TOTAL	

SECTION F: CERTIFICATION AND AGREEMENT (LEAD ORGANISATION)

In submitting this application, the Lead Organisation named in Section B (Organisational Details) certifies that:

- The organisation has the capacity to manage the project and will provide appropriate support.
- The organisation is committed to implementing practice change, based on the results and outcomes of the project.
- This application does not guarantee funding.

If the Application is successful, the Lead Organisation agrees that:

- The project will be completed by **the 1 December 2024**.
- The applicant will be required to enter into a Funding agreement with the Mental Health Coordinating Council.
- Grant funds will be quarantined for this specific project.
- As the Lead Organisation, you will receive the grant on behalf of both agencies and be expected to handle the grant funding / acquittal (if applicable)
- Accountability reports will be provided as documented in the Funding Agreement and will be submitted in full by the Project Completion Date.
- Reporting information will be used by CMHDARN/MHCC/NADA to monitor the progress of projects, for publicity purposes and to report on outcomes of the CMHDARN Innovation and Evaluation Grant program 2023/2024.

Authorised by Chief Executive or equivalent (lead organisation)

Name and position	
Signature	
Date	

SECTION G: CERTIFICATION AND AGREEMENT (SECONDARY ORGANISATION)

In submitting this application, the Secondary Organisation named in Section B (Organisational Details) certifies that:

- The organisation has the capacity to manage the project and will provide appropriate support.
- The organisation is committed to implementing practice change, based on the results and outcomes of the project.
- This application does not guarantee funding.

If the Application is successful, the Secondary Organisations agrees that:

- The project will be completed by **the 1 December 2024**.
- The Lead Organisation will receive the grant on behalf of both agencies and be expected to handle the grant funding / account
- Reporting information will be used by CMHDARN/MHCC/NADA to monitor the progress of projects, for publicity purposes and to report on outcomes of the CMHDARN Innovation and Evaluation Grant program 2023/2024.

Authorised by Chief Executive or equivalent (Secondary Organisation)

Name and position	
Signature	
Date	