



CMHDARN RESEARCH MH & AOD SEEDING GRANT 2019

APPLICATION

Applications are to be submitted via email:
info@cmhdaresearchnetwork.com.au

Closing date for applications is:
COB WEDNESDAY 15th MAY 2019

APPLICANTS MUST READ THE GUIDELINES FOR APPLICANTS PRIOR TO COMPLETING THIS APPLICATION

SUBMISSION CHECKLIST: Please ensure you have completed the following before submitting this expression of interest:

- Eligibility criteria have been met
- All questions have been answered
- Signature from Chief Executives or equivalent provided from each organisation

The Community Mental Health Drug and Alcohol Research Network (CMHDARN) is a collaborative project between NADA, MHCC and the Mental Health Commission of NSW



GRANT DETAILS

There are two grants available, each valued at \$9,000 (excl GST).

It is expected that the grants will provide an opportunity for community-based mental health and AOD organisations to build cross sector capacity to undertake research. The grants are intended to support organisations to develop a research methodology and to identify suitable academic and/or other project partners to collaboratively conduct research. The project proposals could include the development of research questions, explore existing and emerging best practice issue, tools and resources, and undertake preparatory work, including scoping and mapping studies and literature reviews, to apply for larger research funding.

ELIGIBILITY CRITERIA:

Please confirm the following:

- 1) To foster research collaboration, the research project proposed must involve collaboration between a NADA member organisation and a MHCC member organisation. One organisation is expected to take the lead in terms of the application and managing the grant.

The Research Project is a collaboration between a MHCC member organisation and NADA member organisation	<input type="checkbox"/> Yes	
	Lead Organisation:	Secondary organisation:

- 2) Applicants must provide evidence of organisational support and capacity.

Certification and agreement signed by CEO or equivalent of both organisations	<input type="checkbox"/> Yes
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- 3) 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 December 31st, 2019	<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 A: 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	
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 B: PROJECT SUMMARY

Project title:		
Project site (i.e. setting and geographical location):		
Total funding requested (excluding GST): (Note: must not exceed \$9,000)		
Project timeframe:	Project to commence:	
	Project to be completed:	
	Total timeframe:	

SECTION C: SELECTION CRITERIA

Project Design

C1. Purpose: Outline the purpose of your project. Include the aims and objectives and any expected outputs.

(Max 200 words)

C2. Research question/s: List the question/s that your research will address.

(Max 100 words)

C3. Methods and approach: Describe how you will carry out the project (i.e. detail the research methods).

(Max 200 words)

C4. Consumer participation: Describe how consumers/clients will be involved in the development, implementation and/or evaluation of the project.

(Max 100 words)

C5. 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)

C6. 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

C7. Significance

Describe why the project is important and how it will contribute to an understanding of how knowledge is gathered and translated from experience and outcome measures into practice and service delivery models. Please include references, where appropriate, to existing research and/or practice and/or how the project links to national or state priorities.

(Max 300 words)

C8. Impact / Outcomes

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

- Will the project generate new or improved practice knowledge, contribute to building evidence-based practice?
- How will the project improve client/consumer outcomes?
- Will the project improve organisational culture?
- One outcome must demonstrate "enhanced research capacity across and within the two organisations"
- Another outcome must demonstrate "how the project fosters mental health and AoD collaboration and outcomes".

(Max 300 words)

C9. Mental Health and AOD focus:

- Describe how the project will incorporate mental health and alcohol and other drugs elements.
- Describe the relationship between Org 1 and Org 2 and how this will be sustained over the project period.
- If applicable, describe how the project will incorporate lived experience researchers from across the mental health and AOD fields.

(Max 200 words)

SECTION D: OTHER PROJECT DETAILS

D1. 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 200 words)

D2. Collaboration

List other potential partners in the table provided below. Partnerships with universities are encouraged.

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

D3. Budget (max \$9,000 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 E. CERTIFICATION AND AGREEMENT (LEAD ORGANISATION)

In submitting this application, the Lead Organisation named in Section A (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 31st of December, 2019.**
- 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, they will receive the grant on behalf of both agencies and be expected to handle the grant funding / account
- 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 Research MH & AOD Seeding Grant 2018 program.

Authorised by Chief Executive or equivalent (lead organisation)

Name and position	
Signature	
Date	

SECTION F. CERTIFICATION AND AGREEMENT (SECONDARY ORGANISATION)

In submitting this application, the Secondary Organisation named in Section A (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 31st of December, 2019.**
- 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 Research MH & AOD Seeding Grant 2018 program.

Authorised by Chief Executive or equivalent (Secondary Organisation)

Name and position	
Signature	
Date	