



Australian Government
Department of Health and Ageing

INVITATION TO APPLY FOR FUNDING

**E-Mental Health Measure:
E-Mental Health Support Service**

Instructions for Submitting Applications for the E-Mental Health Support Service Program

Applications close at 2 pm Australian Eastern Daylight Time on Tuesday 2 April 2013.

You must submit your Application by **Courier or hand delivery** to:

E-Mental Health Support Service
Program-funding round 2012-13 to 2015-6
Invitation to Apply DoHA/227/1213
Department of Health and Ageing
Approach to Market Inbox
Sirius building,
Foyer, Ground Floor,
23 Furzer Street
Woden ACT 2606

Note: The Approach to Market Inbox is accessible for deliveries between the hours of 8.30am to 5.00pm Monday to Friday (public holidays excepted). Applications must not be delivered to the security guard, Applications **MUST** be lodged in the Approach to Market Inbox by the Applicant or authorised representative.

You must provide:

- One (1) A4 signed original Application;
- Three (3) A4 copies of the Application; and
- One (1) copy of the Application in Word 2003 format on a USB memory stick.

Late Applications

The department will accept your Application if it is late as a direct result of mishandling by the department. In all other circumstances, in the interests of fairness, the department will take into account the degree of lateness, whether the cause of the lateness was beyond the Applicant's control and such other facts that it considers relevant. The department may also ask the Applicant to provide evidence to support its claims regarding the reasons for late submittal. If the Applicant considers that their Application will be late they should notify the Contact Officer prior to the Closing Time advising of the circumstances for the lateness. The Chair of the Assessment Panel will take the reasons into consideration when deciding whether or not to accept the late Application.

Contact Officer

- All enquiries relating to this Invitation to Apply for Funding should be directed in writing to.

The Project Manager

E-Mental Health Support Service funding round 2012-2013 to 2015-16

Email: e-mentalhealthsupportservice@health.gov.au

STRUCTURE OF THIS INVITATION TO APPLY

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PART C HOW TO APPLY FOR FUNDING

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ATTACHMENT A E-MENTAL HEALTH SUPPORT SERVICE GUIDELINES

ATTACHMENT B STANDARD FUNDING AGREEMENT

PART A - GENERAL INFORMATION FOR APPLICANTS

1. Background

The Australian Government is committed to delivering a mental health system that gives Australians with mental disorders timely access to support and treatment, the best chance to recover, stabilise and stay well in the community. One of the Government's major responsibilities in the mental health sector is to support primary mental health care, which is largely targeted to the needs of over two million people with high prevalence, low to moderate severity psychological disorders such as anxiety and depression. Through provision of the right mix of well-connected services in their local community, many people with less persistent symptoms and less-complex needs can recover quickly and stay well.

Evidence suggests that many experiencing a mental disorder do not seek treatment for it (it is estimated that only about 46% of people with a mental health disorder accessed treatment in 2010)¹. Online and telephone mental health services have several advantages over face to face primary health care services.

Benefits of providing online and telephone services to consumers are:

- Ease of access to mental health programs (people can access services from home at a time that is suitable for them);
- Avoids stigma often associated with seeking treatment or therapy for a mental illness;
- Services can be provided at a lower cost; and
- For people living in rural and remote areas where access to a health professional is more difficult, online or telephone services can improve access to treatment and support.

2. Policy Context

E-mental Health involves the delivery of mental health services by telephone, mobile phone and through online applications that utilise these technologies to extend the reach of mental health service support. E-Mental Health services can range from provision of health information, self-driven virtual therapy programs, and real time interaction via telephone or online with clinicians trained to assist people experiencing mental disorders.

Australia has led the way in developing online largely automated Cognitive Behavioural Therapy based (CBT) programs and research has shown them to be as effective as traditional face to face, CBT care for mild to moderate anxiety and depression.

Since 2006, the Australian Government has invested \$70.4 million in the Teleweb program, developing and providing several online CBT based programs and support for telephone and online crisis support. These Teleweb projects include telephone crisis helplines, online counselling, web based self-help, peer support resources, self-directed online treatment modules and therapist-assisted treatment services.

In recognition of the benefits of this alternative mental health service environment the Australian Government announced as part of its Mental Health Reform Package development of an E-Mental Health Strategy and an increased investment in E-mental Health through funding for three related projects:

¹ National Mental Health Reform 2011-12 available at Department of Health and Aging
<http://www.health.gov.au/internet/budget/publishing.nsf/content>

- Development and establishment of a national mental health portal to provide a single gateway for users to authoritative information and access to evidence based online therapies. This portal was launched in July 2012 as *mindhealthconnect*. The portal can be accessed at www.mindhealthconnect.org.au.
- Establishment of an online virtual clinic that provides evidence-based CBT. This service is different to the existing online CBT programs in that it provides real time online counselling or phone counselling with a trained counsellor. The service can be accessed at www.mindspot.org.au, via telephone at 1800 61 44 34, or via the portal at mindhealthconnect.org.au.
- The establishment of an E-Mental Health Support Service (the Support Service) will play a key role in the promotion of online services and adoption of these innovative services by the primary health care sector. It is intended this service will work with traditional primary health care providers to promote online services and develop strong linkages between the two sectors. The service will also have a role in supporting health care providers using these online services and provide advice to the Australian Government on future development of the E-Mental Health sector. The service will also develop training and support for Aboriginal and Torres Strait Islander Health Workers and for other health professionals who are providing mental health services to Aboriginal and Torres Strait Islander peoples in rural and remote areas.

These three projects build on the initial investment through the Teleweb program and are the cornerstones of the Government's E-Mental Health Strategy (available at www.health.gov.au). A copy of the E-Mental Health Support Service program guidelines can be found at Attachment A.

3.0 Funding Objectives

- 3.1 Access to funding under the E-Mental Health Support Service will be available via an open competitive funding round to be advertised on the department's website at www.health.gov.au in early March 2013. Funding will be provided through an Invitation To Apply (ITA) process.
- 3.2 The E-Mental Health Support Service is a key part of the Government's E-Mental Strategy. It will:
- Build the linkages between online mental health services and face to face primary mental health care providers;
 - Provide knowledge, information and support to health care providers using online E-mental health therapies and programs; and
 - Provide advice to the Australian Government on the uptake of online mental health therapies, programs and technology:
- 3.3 The E-Mental Health Support Service will support activities in the following areas:
- Engage general practitioners and allied health professionals, delivering face to face primary care, in using new technologies for patients who have been diagnosed with mild to moderate anxiety and depression;
 - Facilitate referral pathways between primary health care providers and online mental health therapies and programs;
 - Provide specialised training and support in the provision of these E-Mental Health therapies and associated technologies, to Aboriginal and Torres Strait Island Health Workers and to health care providers in rural and remote areas providing services to Aboriginal and Torres Strait Islander peoples in using new online therapies;
 - Provide workforce support in the use of these new services; and

- Advise the Australian Government on the most effective ways to support this growing treatment environment.

3.4 The successful Applicant's performance will be measured by Key Performance Indicators. These indicators will be negotiated through the Funding Agreement with the successful Applicant. The indicators will be based on the key objectives and outcomes of the program (see guidelines section 1.2).

4 What Will Be Funded?

4.1 To be considered for funding, Applicants will be required to provide the following services:

- Promote the online mental health environment to primary mental health care professionals to facilitate appropriate referral pathways;
- Provide knowledge, information and support for primary health care providers on technological implications and clinical application of online mental health therapies;
- Provided e-based specialised mental health support for Aboriginal Health Workers and ongoing professional support to other clinicians in rural and remote areas providing services to Aboriginal and Torres Strait Islander peoples in using new online therapies; and
- Provide advice to the department on effective ways to support the sector, including opportunities to link with broader digital productivity initiatives such as the construction of the National Broadband Network.

5. What Will Not Be Funded?

Activities that the department will not consider for funding are:

- Face to face counselling services;
- New online therapy programs;
- Provision of technology including computers, software or phones for primary health care professionals
- Fees for primary health care health professional (for example to undertake professional development training or refer to online services).

6. Who Can Apply for the Funding?

6.1 For legal and accountability reasons, only incorporated bodies are eligible to apply for funding under this program. The following organisations are eligible to apply for funding:

6.1.1 Non-Government organisations;

6.1.2 University Facilities;

6.1.3 Health professional organisations;

6.1.4 Mental health provider organisations with an understanding of the online environment;

6.1.5 Organisations with expertise in the mental health of Aboriginal and Torres Strait Islander people and other cultural minorities; and

6.1.6 Collaborations comprising at least two of the above categories.

6.2 The department encourages organisations to form partnerships to deliver projects. If more than one organisation will be involved in the project, one organisation must be

identified as the lead organisation and an authorised representative of the lead organisation must sign the Application form.

7. How Much Funding is Available?

- 7.1 The Australian Government has allocated approximately \$6.5 million (GST Exclusive) of funding over the period 2012-13 to 2015-16. The department anticipates that the first payment of funding to the successful Applicant will occur in June 2013.

8 Timeframes

- 8.1 The department anticipates that it will select the preferred funding Applicant(s) by early May 2013. The department will contact the preferred Applicant(s) after they have been selected to discuss the preparation of the Funding Agreement (see clause 9 below).
- 8.2 The department may not notify unsuccessful Applicants until it has executed Funding Agreements with the successful Applicant.

9 Funding Agreement

- 9.1 The preferred Applicant will be required to sign a Funding Agreement with the Commonwealth, represented by the department, before receiving any funding. Attachment B provides a copy of the standard Funding Agreement
- 9.2 The Schedule to the Funding Agreement will provide a detailed description of the activities to be provided in the project, these details will be based on the information provided in your Application. Funding payments will be based on ongoing satisfactory performance in line with the Funding Agreement. The Schedule will provide a breakdown of the respective funding to be paid throughout the life of the project.
- 9.3 Applicants should note that, if they are successful, some details of their project (including a project outline, their name and the amount of funding awarded) will be made public and posted on the department's website as part of the department's legislative reporting obligations.

10 Insurance

- 10.1 All Applicants should ensure that they have in place, or if successful will be required to obtain and maintain for the period specified in the Funding Agreement, all types and amounts of insurance necessary to cover the obligations of the organisation in relation to the Activity.
- 10.2 A Funding Agreement with a successful Applicant(s) will not be executed until the required insurances have been obtained and copies of certificates of currency for the required insurances provided to the department.

PART B - ASSESSMENT OF APPLICATIONS

1. How Will the Applications for Funding Be Assessed?

- 1.1. An Assessment Panel will be established by the department to assess Applications against the selection criteria and select the successful Applicants. The Assessment Panel will consist of officers from the department. Representatives from State or Territory health departments and/or professional community representatives with relevant expertise may provide advice to the Assessment Panel.
- 1.2. Following an appraisal of the applications by the Assessment Panel, an Assessment Report with clear recommendation will be provided to the Funding Approver on the merits of the applications.
- 1.3. The Approver will consider whether the proposal will make an efficient, effective and ethical use of Commonwealth resources, as required by Commonwealth legislation, and whether any specific requirements will need to be imposed as a condition of funding. Funding approval is at the discretion of the Approver.
- 1.4. The Assessment Panel will undertake an initial screening of Applications received against mandatory criteria in Part D; Section 1 Applications that do not satisfy the mandatory eligibility criteria may not be assessed.
- 1.5. Mandatory requirements include:
 - Applicants must be incorporated bodies;
 - Applicants must declare as part of their application, existing conflicts of interest or that to the best of their knowledge there is no conflict of interest;
 - Applications must be lodged in the Approach to Market Inbox, no later than 2pm 2 April 2013;
 - The Application must have been completed in English;
 - Applicants have addressed all of the selection criteria;
 - Applicants must have obtained the required insurance levels or indicate a willingness to obtain insurance;
 - For organisations submitting a joint application:
 1. A lead organisation has been identified in the application;
 2. All members of a consortium are identified in the application;
 3. The application form must be signed by an authorised representative of the lead organisation; and
 4. Contact details of the proposed partners must be provided together with appropriate letters of consent from the partner organisations (see Part C 1.5).

2 Assessment Criteria

- 2.1. Assessment criteria are the criteria against which all eligible, compliant applications will be assessed in order to determine their merits against the program objectives and against other competing applications. It is important that applications succinctly address all of the criteria and that evidence is provided to support any assertions made, including any current implementation of these methods within the organisation. The assessment criteria are weighted equally.
- 2.2. All Applications will be assessed to ensure that they deliver value for money. Value for money is assessed after the application has been scored on each criteria and both a financial and risk analysis has been undertaken by the assessment panel for the project.
- 2.3. In assessing an Application against the assessment criteria, the Assessment Panel may consider the Applicant's financial viability and the risk of the Application.

- 2.4 In assessing an Application the Assessment Panel may use material included in response to one assessment criterion in the assessment of other criteria.
- 2.5 The Assessment Panel may also seek information about any Applicant from any other source, including from within the Commonwealth, whether or not the individuals or organisations contacted are nominated as referees by the Applicant.
- 2.6 The department may also consider information about the Applicant that is made available through the normal course of business of the department.
- 2.7 If the assessment process identifies unintentional errors of form in an Application, the Applicant may be contacted to correct or clarify the errors, but they will not be permitted to make any material alteration or addition.

PART C - HOW TO APPLY FOR FUNDING

1. Complete the Application Form

- 1.1. You must submit your Application for funding in the Application Form in Part D.
- 1.2. The Declaration in the Application Form must be signed by a person authorised to act on behalf of the Applicant.
- 1.3. The Application form must be completed in English.
- 1.4. If you are from a non-government or private sector organisation, you should include in your Application:
 - 1.4.1. one (1) copy of the organisation's Certificate of Incorporation; and
 - 1.4.2. one (1) copy of the organisation's previous financial years audited financial statements. The department may ask for further information about the Applicant's financial viability.

Joint Applications

- 1.5. If you submit a joint Application for funding or submit on behalf of a consortium/collaboration, your Application must include a letter of support from each additional organisation (apart from the lead Applicant) involved in the project. Each letter of support must include:
 - 1.5.1. an overview of how the organisation will work with the lead organisation and any other organisation(s) to support the successful completion of the project and confirmation of agreement to the lead;
 - 1.5.2. an outline of the relevant experience and/or expertise the organisation will bring to the project team;
 - 1.5.3. the roles/responsibilities the organisation will undertake, and the resources it will contribute (if any);
 - 1.5.4. details of a nominated management level contact officer; and
 - 1.5.5. details of the lead organisation.

2. Complete the Application Checklist

- 2.1. Before you submit your Application, complete the following checklist to ensure that your Application is complete.

Before You Begin

- Read this Invitation to Apply for Funding (including Part E “Frequently Asked Questions” and any associated Guidelines (see Attachment A)
- Ensure that you understand the assessment criteria set out in Part D, Section 2 “Funding Request”.
- Read the department of Health and Ageing’s Funding Agreement available to be downloaded with this invitation to Apply for funding. When you submit an Application, you must confirm that, if your Application is successful, you will accept the terms of the Funding Agreement (see Attachment B).

Completing Your Application

- Use the template Application Form in Part D and complete every Section.
- Complete the Application Form in English.
- Indicate that the Applicant makes the acknowledgements in Part D, Section 3 of the Application Form “Acknowledgements” by selecting 'YES'.
- Complete and sign the Declaration in Part D, Section 4 of the Application Form (Note: The Declaration must be signed by an authorised officer of the Applicant).

Submitting Your Application

- Check that you have completed each Section of the Application Form.

For non-government Applicants:

- Attach to the Application one (1) copy of the Applicant's Certificate of Incorporation.
- Attach to the Application one (1) copy of the Applicant's previous financial year's audited financial statements.

For Applicants submitting a joint/Consortium Application:

- Ensure that the nominated lead organisation (the Applicant) is a legal entity capable of entering into a Funding Agreement with the Commonwealth.
- Attach to the Application a letter of support from each of the joint/Consortium Applicant organisations. Ensure that each letter of support includes the information required by Clause 1.5 of this Part C.

Mandatory Criteria Checklist

<i>The Applicant is an incorporated body</i>	
<i>The Applicant has inserted a conflict of interest statement</i>	
<i>The Application will be lodged before 2pm 2 April 2013</i>	
<i>The Application has been completed in English</i>	
<i>The Application addresses all selection criteria</i>	
<i>The Applicant has obtained the required insurance or indicated a willingness to obtain insurance</i>	
<i>For organisations submitting joint application:</i>	
<i>A lead organisation has been identified in the application</i>	
<i>All members of the consortium are identified in the application</i>	
<i>The Application form has been signed by an authorised representative of the lead organisation</i>	
<i>Contact details of proposed partners are provided together with the appropriate letters of consent from the partner organisations</i>	

3. Submit Your Application

- 3.1. You must submit your Application for funding in accordance with the submission details and methods on the cover page of the Invitation to Apply for Funding.
- 3.2. You are responsible for ensuring that your Application is completed accurately.
- 3.3. You may not alter the substance of your Application following its submission. If you discover an error in your Application you should inform the contact Officer immediately in writing. The department may seek information from you to clarify any aspect of your Application, but it is not required to do so.
- 3.4. The department reserves the right to reject incomplete, applications.

4. Retain a Copy of Your Application

- 4.1. It is recommended that you retain a copy of your Application for your records.

5. Taxation Implications

- 5.1. Applicants are responsible for ensuring they comply with the appropriate taxation legislative requirements.
- 5.2. For some general guidance on the taxation treatment of grants and funding from the Commonwealth, Applicants may wish to refer to the Australian Tax Office website at www.ato.gov.au. However, Applicants are advised to seek independent advice from a taxation professional on how funding paid to you (or to any entity you propose to establish to receive funding) under the Program would be treated for tax purposes.

6. Complaints Handling Process

- 6.1. Written complaints should be emailed to the project manager. The investigation will be managed by the division responsible for managing the grants process and the Investigating officer will be senior to the person responsible for managing the process.
- 6.2. The Investigating officer will:
- Acknowledge the complaint within 10 working days of receipt, and indicate the expected timeframe for a formal response;
 - Ensure all correspondence on the complaint is recorded and filed appropriately;
 - Investigate the complaint;
 - Prepare a report; and
 - Advise the complainant in writing of the outcome.
- 6.3. The response to the complainant will be in writing and will outline the issue that has been raised, what action has been taken to examine the issue and an assessment of the complaint.
- 6.4. If the complainant is not satisfied with the outcome, they may seek an independent internal review.

7. Independent Internal Review

- 7.1. The complainant should lodge a written request for further examination of the complaint and an independent review.
- 7.2. The request will be referred to an independent internal review officer who will:
- Notify the complainant of their appointment and the expected timeframe to assess the complaint;
 - Confirm the matters to be reviewed;
 - Seek any further information required to complete the review; and
 - Advise the complainant in writing of the decision within the timeframe specified.
- 7.3. The written notice of the decision will outline the complaint that had been raised and the matters that were taken into account in reaching the decision.
8. If the complainant is at any time dissatisfied with the department's handling of a complaint, they can contact the Commonwealth Ombudsman at www.ombudsman.gov.au or 1300 362 072.

PART D - APPLICATION FORM FOR FUNDING

Please submit your Application in the following form – Ensure you complete ALL sections.

SECTION 1 - APPLICANT DETAILS

Details of Applicant

Applicant Organisational Type

[Tick box against organisational type]

- a) Incorporated Associations (incorporated under State/Territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc.' in their legal name);
- b) Incorporated Cooperatives (also incorporated under State/Territory legislation, commonly have "Cooperative' in their legal name);
- c) Companies (incorporated under the Corporations Act 2001 – may be not-for-profit or for-profit proprietary company (or public companies limited by shares or by guarantee) ;
- d) Aboriginal Corporations (incorporated under the Aboriginal and Torres Strait Islander Act 2006 and administered by the Office of the Registrar of Aboriginal and Torres Strait Islander Corporations);

NOTE: Attach to the Application one (1) copy of the Applicant's Certificate of Incorporation.

- e) Organisations established through a specific piece of Commonwealth or State/Territory legislation (many public benevolent institutions, churches, universities, unions etc.);
- f) Partnerships;
- g) Trustees on behalf of a Trust;
- h) State/Territory or Local Governments;
- i) Where there is no suitable alternative, an individual or - jointly and separately – individuals.
- Other (please specify).....

Applicant Organisational Details.

DETAIL REQUIRED	APPLICANT'S RESPONSE:
<p>Applicant Name [Provide the name of the legal entity submitting the Application. This will also be the name of the contracting party if the Application for funding is successful.]</p>	
<p>Australian Business Number (ABN) [If the Applicant is an entity registered on the Australian Business Register, then provide the ABN used by the Applicant.]</p>	
<p>Australian Company Number (ACN) [If the Applicant is an Australian company then provide the ACN unless the number also appears in the ABN given above.]</p>	
<p>Registered Business Name [If the Applicant uses a name registered under the business names register kept under the law of a State or Territory of Australia, then provide this name.]</p>	
<p>Registered Business Address [This needs to be the official address in respect of the legal entity submitting the Application. If the Applicant using a business name, it may be the address registered in respect of the business.]</p>	
<p>Address for Notices [This needs to be the address the Applicant primarily wishes to be used for notices to given under any contract (if different to the Registered Business Address).]</p>	
<p>Insurance Confirm current insurance levels are consistent with Part A Clause 10 Or Confirm willingness to obtain required levels Of insurance if successful.</p>	
<p>GST Is your organisation registered for GST?</p>	

Authorised Contacts

	Preferred Contact	Alternative Contact
Name:		
Position/Title:		
Postal Address:		
Street Address:		
Phone Numbers (office/mobile):		
Fax Number:		
Email:		

Applicant's Main Functions and Activities

Insert a brief description (maximum 500 words) of the Applicant's main functions and activities and relevant experience and expertise that demonstrates their capacity to deliver the project

Joint/Consortia Applications

DETAIL REQUIRED	APPLICANT'S RESPONSE
Is this a joint Application with other organisation(s)? [Indicate Yes or No]	NO → Go to Section 2. YES → Complete the rest of this Part.
If YES, list the other organisation(s) (include their ABN or ACN).	
Confirm that you have attached to this Application a letter of support from each organisation.	YES, we have attached a letter of support from each organisation listed above.

Conflict of interest

Insert a statement declaring any actual, potential, or perceived conflict of interest either in the process to develop the Application, or that would exist if the Application is successful.

Other Sources of Funding

DETAIL REQUIRED	APPLICANT'S RESPONSE
<p>Does the Applicant (or any potential consortium partners) receive funding for the activities that are the subject of this application from any other organisation or Government department? Or has the Applicant (or any potential consortium partners) applied for funding for the activities that are the subject of this application from another organisation or government department?</p> <p>If YES please provide the following details:</p>	
<p>Funding Source: Name; Reference (e.g. Agreement No).</p>	
<p>Description of Activity:</p>	
<p>What organisation/community needs are met?</p>	
<p>Value of funding:</p>	
<p>Period of Funding: (Start Date; End Date)</p>	

Referees

	Referee 1	Referee 2
Name:		
Company		
Position/Title:		
Phone Number:		
Email:		

NOTE: Attach to the Application one (1) copy of the Applicant's previous financial year's audited financial statements.

SECTION 2 – FUNDING REQUEST

Assessment Criteria

Your response to each question within each assessment criterion is to be unless otherwise indicated a maximum of 500 words.

ASSESSMENT CRITERION 1: Demonstrated capacity to deliver the E-Mental Health Support Service

DETAIL REQUIRED	APPLICANT'S RESPONSE
<p>Applicants should demonstrate, through providing a justified business case how their proposal will assist in establishing the E-Mental Health online environment as a recognised and regular part of the primary health care system.</p> <p>The proposal should have a specific plan that outlines how the Applicant(s) intend to:</p> <ul style="list-style-type: none"> • Promote online mental health services to health care professionals in the primary health care sector; • Provide training and support to health care professionals in the primary health care sector regarding E-Mental Health online therapies and services, including new therapies and technologies. • Provide specialised mental health training and support for Aboriginal Health Workers (including support for clinicians working with Aboriginal and Torres Strait Islander peoples in rural and remote areas); and • Provide advice to the Australian Government on the uptake and use of new technologies in the E-Mental Health field. 	
<p><Insert a brief description of your business case (maximum 500 words)></p>	

Responses to criterion 1 should include:

- A detailed description of how the project will be promoted to the primary mental health sector;
- How the project will measure the uptake by health care professionals of referrals to online services;

- How the project will work with existing online mental health services to develop linkages between these and face to face services;
- How it will develop and deliver specialised mental health training to Aboriginal and Torres Strait Islander Health Workers; and
- How the Applicant will provide advice to the Australian Government on the future development of the E-Mental Health sector

ASSESSMENT CRITERION 2: Demonstrated organisational skills and experience in delivering mental health projects

DETAIL REQUIRED	APPLICANT'S RESPONSE
<p>Insert a brief description (maximum 500 words) detailing the ability of your organization to deliver the project, Applicants should include:</p> <ul style="list-style-type: none"> • Skills and experience managing other projects/services of a similar size; • Online IT expertise/experience the Applicant brings to the project; • Experience/skills the Applicant has to educate the primary health care sector; • Experience or skills the Applicant has in CBT and stepped care approaches in managing mental disorders; • Experience the Applicant has in working in the primary mental health care sector; and • Experience/skills the Applicant has to work with Aboriginal and Torres Strait Island peoples. 	

Financial viability

Insert a brief description of the Applicants' financial management experience and qualifications including audited financial statement or profit/loss statements for the year ending 30 June 2012.

Responses to criteria 2 should include:

- Information which supports skills and experience in managing online projects which may include CBT and stepped care.
- Outline any experience or skills in training or support of Aboriginal Health Care Workers and others providing primary health care in rural and remote regions.
- Outline any experience in providing support and training to the primary health care sector.
- Proposed financial governance plan for the project.

Assessment Criteria 3 Demonstrated Organisational Capacity

DETAIL REQUIRED	APPLICANT'S RESPONSE
<p>Insert a brief description (maximum 500 words) of the Applicant's organisational capacity to deliver the proposed activities.</p>	

Responses to Criterion 3 should include:

- Details of the Project Manager and key personnel;
- Two referee's reports for the Project Manager (the individual not the organisation);
- A detailed implementation plan, including governance arrangements for the project;
- A clear time line of key events in the project life cycle;
- Clear descriptions of proposed roles for all project personnel;
- Strategies to replace key personnel who are unable to continue work on the project;
- Details of project collaboration (where relevant) and proposed subcontracting arrangements;
- How the Applicant intends to engage with Aboriginal and Torres Strait Islander peoples on this project; and
- Recruitment, training and ongoing support of staff.

Criterion 4 Budget

Applicants should demonstrate the cost of the project is justified by the budgetary requirements for its implementation.

Please note the **following advice in relation to Criterion 4-Budget**

The proposal will be assessed in relation to its capacity to deliver important outcomes in a cost-effective way. Applicants are advised to cost budget items realistically, avoiding both under-budgeting and over-budgeting for individual items.

Broad budget Categories such as 'staffing costs' and 'administration costs' should include clearly presented, separately costed items. The Assessment Panel is not able to make assumptions about what might be included in proposals with broad categories that lack budget break downs and can only make an assessment based on the information provided.

Items in the proposed budgets should be consistent with the details provided in the project plan.

All figures for budget items should be GST Exclusive.

Please use the following advice to complete the budget table provided in the Funding application document:

Staffing costs

Please provide separate line item for individual staff to be employed. Include their job title, award rate (if applicable) and all on-costs (workers compensation, superannuation and leave) and the percentage salary to be allocated for the project purposes.

Administrative costs

Administrative costs may include the following categories and should include additional information to justify the funding amounts requested (e.g. cost per unit, amount required).

- Training for project staff;
- Costs for meetings/seminars/Workshops;
- Travel;
- Accounting and auditing costs;
- Stationary, printing;
- Postage; and
- Development costs for online cognitive behavioural training/resources.

Asset costs

Small office assets such as mobile phones or computers required for exclusive use by project personnel may be included here. However alternative arrangements such as leasing should also be considered for these items. Significant assets such as clinical equipment and vehicles will not be accepted as part of the proposal.

Financial Year

Your project may be funded over four years. In each column write the total amount needed within each financial year to cover project costs.

Total funds required

Identify the total funds required for each line item.

Total E-Mental Health Support Service program funding

Identify the contribution you are seeking from the Commonwealth.

Goods and Services Tax (GST)

Identify the amount of GST relevant to the amount of funding you are seeking (10% of the total GST exclusive amount).

Total Project Cost

Add all totals and the GST calculated and enter this amount at the bottom of the table.

Total other funding sources

Identify the contribution from your organisation or other funding sources towards project costs. Your organisation may contribute staff time, telephone or postage costs etc. You may also receive funding from other sources. Identify each source and how much it is contributing.

Please use the template available in the application document to develop your budget, inserting additional lines where necessary.

PROJECT BUDGET (GST Exclusive) sought for this application

<i>Insert description below</i>	2012-2013 \$ GST Excl.	2013-2014 \$ GST Excl.	2014-2015 \$ GST Excl.	2015-2016 \$ GST Excl.	Total Funds Required
Staffing costs: Please indicate no. of staff: For each staff member/s: Title; award rate					
Staffing on-costs: (include workers' compensation, superannuation, leave)					
TOTAL STAFFING COSTS					
Set-up costs – NEW SERVICES: (Include costs for premises)					
Project Administration: (include stationary/printing; postage; telephone/internet; vehicle running costs; reporting costs; staff training costs. All amounts >\$10,000 must be listed separately)					
Insurance: (include the types and amounts of insurance necessary to cover all obligations in relation to this					

activity)					
Project travel:					
Resources (literature etc.):					
Accounting / Audit fees:					
Other: (All amounts >\$10,000 must be listed separately)					
TOTAL PROGRAM FUNDING SOUGHT (GST exclusive)					
FUNDING FROM OTHER SOURCES (GST exclusive)					
10% GST					
TOTAL PROJECT COST (GST inclusive)					

SECTION 3 - ACKNOWLEDGEMENTS

If this Application for funding is successful, the Applicant acknowledges and agrees:

- that the project name, brief project description, the amount of the funding and name of the Applicant's organisation may be:
 - Included in the department's reporting on the internet in line with the Commonwealth Grant Guidelines and Senate Orders;
 - Used by the Commonwealth in media releases and other publications (such as Annual Reports); and/or
 - Used to compile a consolidated report.
- that it will be required to provide proof that it has sufficient insurance cover to conduct the proposed activities specified in this Application Form if requested; and
- That the funding will be provided in accordance with the terms of the Funding Agreement at **Attachment B** and the Applicant agrees to abide by the terms of that Agreement.

[Please circle to indicate whether the Applicant makes the above acknowledgements] YES / NO

If NO, please explain why the Applicant has not made the above acknowledgements.

.....

.....

.....

.....

Please list any Agreement clauses where there is a level of noncompliance in the table below.

Clause Reference	Non (N) or Partial (P) Compliance	Reason for Non Compliance

SECTION 4 - DECLARATION

Guidance for completing this Declaration
This Declaration must be signed by an authorised representative of the Applicant (or, if this Application is a joint/Consortia Application, an authorised representative of the Lead Organisation). The authorised representative should be a person who is legally empowered to enter into contracts and commitments on behalf of the Applicant / Lead Organisation.
An Application which does not provide all required information or which contains false or misleading information may be excluded from consideration.

I hereby apply for a grant under the E-Mental Health support Services initiative of
\$.....[insert GST inclusive amount]

For
.....[insert Project title].

I certify that the information given in this Application is complete and correct.

I declare that the Applicant is not listed as a terrorist under section 15 of the Charter of the United Nations Act 1945.²

Signature:

Name (BLOCK LETTERS):

Position in Applicant:

Date:

_____ ² A consolidated list of such persons, entities and associated assets is maintained by the Department of Foreign Affairs and Trade under the Charter of the United Nations (Dealing with Assets) Regulations 2008

PART E - FREQUENTLY ASKED QUESTIONS

Will late Applications be accepted?

- The department will only accept your Application if it is late as a direct result of mishandling by the department.
- In all other circumstances, in the interests of fairness, the department reserves the right not to accept late Applications. In considering whether it would be fair to accept a late Application, the department will take into account the degree of lateness, whether the cause of the lateness was beyond the Applicant's control and such other facts as it considers relevant. The department may also ask the Applicant to provide evidence to support its claims regarding the reasons for late submittal.

When will my organisation find out if my Application has been successful?

- The selection process may take some time to complete, but it is anticipated that Applicants will be notified of the outcome by early May 2013

Can a number of organisations submit a joint Application?

- Yes. If the work or project benefits or involves more than one organisation, you can submit a joint Application. However, in order to manage the funds appropriately, if a joint Application is successful, the department will enter into a Funding Agreement with the nominated lead organisation. Additionally, the joint Application should include a letter of support in line with Part C, Clause 1.5.

What is a lead organisation?

- If you submit a joint Application with one or more other organisations, nominate a lead organisation for the Application. The lead organisation for the project will, if your Application is successful, sign the Funding Agreement, receive the funding and assume legal responsibility for performing the Funding Agreement.
- A lead organisation must be a legal entity and an incorporated body which is able to enter into the Funding Agreement. The other partner organisations do not have to be incorporated.

Is there any GST or income tax-related issues involved in receiving funding?

- Yes. Clause 4 of the Standard Funding Agreement outlines the taxes (including GST), duties and government charges for which successful funding Applicants will be responsible.
- We recommend that you seek independent advice regarding the income tax implications of receiving funding.

When will my organisation receive the funding?

- If your Application for funding is successful, an initial payment may be made after the Funding Agreement has been signed by your organisation and by the department representing the Commonwealth. All other payments of the funding will be based on deliverables (i.e. progress reports) as set out in the Funding Agreement.

Who should I contact if I need more information?

- If you have any other questions or you need more information, you can contact the Contact Officer identified on the cover page of this Invitation to Apply for Funding.
- Please ensure that you allow sufficient time for the Contact Officer to answer your query and for your organisation to complete its Application before the closing date.

Can State or Territory Government funded services apply for funding?

- No

Can my organisation apply for funds to enhance an existing project or service?

- Yes as long as you are enhancing an existing project or service and not duplicating what is currently being done.

Can assets be purchased with the funding?

- No. Alternative arrangements, such as leasing of asset should therefore be considered.