

GenQ Health and Wellbeing Community Grant EOI Application Form Preview

GUIDE FOR APPLICANTS

* indicates a required field

Instructions

PLEASE READ THE [GENQ HEALTH AND WELLBEING COMMUNITY GRANTS GUIDELINES](#) BEFORE COMPLETING THIS APPLICATION FORM.

We recognise the valuable time applicants and reviewers spend preparing and assessing applications for support. To assist in managing committed time, we ask that all applicants firstly complete and submit an expression of interest form (EOI).

Shortlisted applicants will then be invited to submit a more detailed full application.

- **Stage 1: the EOI application** is intended to provide a high-level overview of the proposed initiative, the Applicant Organisation and budget summary. These applications will be reviewed by an independent Selection Advisory Panel against the eligibility criteria, the aim and objectives of the scheme, the potential feasibility and readiness of the initiative and the potential impact and difference the proposed initiative will make to the community and identified priority groups.
- **Stage 2: full applications will be by invitation only.** Successful applications from Stage 1 will be invited to submit a full application for assessment. These applications will be assessed by an independent Selection Advisory Panel made up of discipline-specific reviewers. Applications will be assessed based on how well it meets the Assessment Criteria (see Appendix A of the [Guidelines](#)) and ranking in comparison to other applications.

For more information on the application and selection process, please refer to Section 4 of the [Guidelines](#).

General Instructions

- Unless specifically stated, all questions must be completed. Compulsory questions are marked with a red asterisk.
- Please use the templates provided in the application form where applicable. Submitting an incorrect template may invalidate your application.
- Complete each section as fully as possible and allow yourself time to review the application before the closing date.
- Save your application regularly to avoid losing changes.
- Once you are ready to submit, scroll down and select 'Submit' at the bottom of the page to send the application to Health and Wellbeing Queensland. You will receive an automated confirmation email to confirm your submission with a PDF copy of your application. You can go back to SmartyGrants at any time to view your submitted application(s) by going to 'My submissions'.

APPLICATIONS CANNOT BE EDITED ONCE SUBMITTED AND APPLICATIONS CANNOT BE SUBMITTED ONCE THE GRANT ROUND CLOSES.

For queries about the guidelines or questions in the form, please contact the Health and Wellbeing Queensland Grants Team via email grants@hw.qld.gov.au quoting the application number below:

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Application Number

This field is read only.

About the GenQ Health and Wellbeing Community Grants Scheme

Generation Queensland (GenQ) is Health and Wellbeing Queensland's (HWQld) vision that sees children born today experiencing better health outcomes than the generations of Queenslanders before them. Achieving our objectives will contribute to the Queensland Government's objectives of safeguarding our health by supporting the health, wellbeing and resilience of our diverse communities.

The aim of the GenQ Health and Wellbeing Community Grants Scheme is to encourage and support community-led initiatives across Queensland to improve health and wellbeing within the community, with a focus on infants, children and young people.

The objectives of this scheme are to:

- Increase knowledge of nutrition, and empower individuals and the community to increase consumption of vegetables and fruits and maintain a healthy weight in order to meet recommendations in the [Australian Dietary Guidelines \(2013\)](#) and [Infant Feeding Guidelines \(2012\)](#);
- Improve opportunities and access to increase levels of physical activity and support individuals to maintain a healthy weight and meet the relevant national [Physical activity and exercises guidelines for all Australians](#);
- Promote better sleep to increase the proportion of Queenslanders meeting the relevant [national guidelines for recreational screen time and sleep](#);
- Facilitate initiatives and activities to support wellbeing, including emotional, social, psychological, mental, spiritual & cultural wellbeing, and create community connectedness to align with the [Queensland Children's Wellbeing Framework](#);
- Facilitate improved access to healthcare and promote health equity to align with the objectives of the Queensland [Unleashing the potential: an open and equitable health system](#) Report and the [National Preventative Health Strategy 2021-2030](#).

GenQ Community Health and Wellbeing Grants must:

- Be community-led initiatives across Queensland to improve the health and wellbeing of the community
- Have a focus on infants, children and young people
- Align with one or more of the objectives of the GenQ Health and Wellbeing Community Grants scheme
- Not exceed \$20,000 in funding requested
- Have a duration of up to 12 months
- Meet all eligibility criteria as outlined in the [Guidelines](#)

Conflict of Interest Declaration

Health and Wellbeing Queensland requires that grant applicants must:

- Always disclose a personal interest that could now, or during the life of the Grant be seen as influencing delivery or performance of the initiative activities.
- Ensure that any conflict of interest is resolved in the public interest.

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Please refer to Section 4 of the [Guidelines](#) for further information on conflicts of interest and please complete and upload the [Conflict of Interest \(COI\) form](#) below.

COI Disclosure Form Template

Attach a file:

Your Application(s)

Organisations applying for a GenQ Health and Wellbeing Community Grant can submit up to two EOI applications, provided each application is for a different initiative. If your organisation is submitting two EOI applications, please list them both here in order of priority. *

1 being the highest priority. Please list the SmartyGrants application reference number or title of initiative for each listed grant application.

ELIGIBILITY

* indicates a required field

As the Applicant, I confirm that :

- I have read and understand the [guidelines](#)
- I am able to demonstrate alignment between the proposed initiative and the objectives of this scheme

I confirm that my Applicant Organisation is:

- able to enter into a legally binding and enforceable agreement with the State of Queensland;
- a not-for-profit organisation or non-government organisation;
- based within a Queensland community;
- currently operating within Queensland, delivering services or support to the Queensland community;
- willing to agree to the terms and conditions of the [Agreement](#);
- has the appropriate type and level of insurance for the activities that are the subject of this grant;
- one of the entity types listed in Section 3 of the Guidelines; and
- is up to-date with reporting obligations including progress reports, variations and final acquittals from current State or Commonwealth Government funded projects.

I confirm that my Applicant Organisation is not:

- an individual or a trust, sole trader or organisation applying on behalf of an individual;
- an unincorporated Association;
- a Commonwealth or State/Territory government department or agency;
- an overseas resident;
- an International Entity;

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- involved with the tobacco industry;
- an applicant with outstanding contractual or financial obligations (including reports, acquittals) for any HWQld funded initiatives/programs; or
- an applicant/organisation subject to current or impending legal action which could impact its financial viability.

I confirm that I am not requesting funding for:

- initiatives outside of Queensland;
- initiatives with existing funding for the same initiative or period;
- product branding, advertising or promotion;
- initiatives that support or oppose a political organisation or involve political or lobbying activity;
- primarily commercial or fundraising ventures;
- initiatives that have already started unless the proposed activities include strategic expansions or new/innovative additions to the existing program;
- initiatives requiring ongoing funding from the Queensland Government;
- initiatives that are considered to be the core responsibility of other Commonwealth, State, Territory or Local Government bodies;
- the purchase of real estate or vehicles;
- equipment and materials not directly related to the proposed initiative;
- major capital expenditure;
- funding of retrospective costs incurred;
- costs incurred in the preparation of a grant application or related documentation;
- ongoing operating expenses or other 'business as usual' expenses not specifically related to the initiative not directly related to the proposed initiative;
- overseas travel;
- public liability and other insurances;
- tertiary level education qualifications, e.g. enrolment costs of a diploma or degree at the tertiary level;
- fundraising activities (**Note:** *events that support the delivery of the proposed initiative are permitted, however events delivered in isolation and without connection to the activities are not eligible for funding*); or
- the purchase of alcohol or works or purchases that will require a liquor or gaming license.

Please select below: *

- Yes
- No

You must confirm that all statements above are true and correct in order to proceed with your application. If you are unsure, please contact the Grants Team at grants@hw.qld.gov.au

CONTACT DETAILS

* indicates a required field

Privacy Notice

Health and Wellbeing Queensland (HWQld) is committed to protecting the privacy of individuals through the protection of the personal information it holds. HWQld collects,

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stores, uses and discloses personal information responsibly and transparently to conduct business.

HWQld is collecting information, including personal information, on this form for the purposes of:

- assessing your application to the GenQ Health and Wellbeing Community Grant scheme; and
- administration and operation of the Health and Wellbeing Queensland Grants Program

Your personal information will be managed in accordance with the Information Privacy Principles outlined in the [Information Privacy Act 2009 \(Qld\)](#) and the [Right to Information Act 2009 \(Qld\)](#)

In administering, operating and accounting under this grants scheme, HWQld may publish recipients of funding. Such publication is limited to the successful organisation, the grant recipient's name, the title of funded initiative, a short description of the activity and the total funding received.

HWQld may contact you for your consent to utilise information, including personal information for other purposes, which may include but is not limited to engagement with Queensland communities on social media and HWQld website.

Unless authorised or required by law, your personal information will not otherwise be disclosed to any other third party without your consent.

More information about our privacy policy is available on our website at <https://www.qld.gov.au/legal/privacy>.

Privacy Statement Acceptance *

- I consent to my personal information being managed in accordance with the Information Privacy Act 2009 (Qld) and the Right to Information Act 2009 (Qld).
- I do not consent to my personal information being managed in accordance with the Information Privacy Act 2009 (Qld) and the Right to Information Act 2009 (Qld).

Applicant Details

The **Applicant Organisation** is the Organisation that will administer the funded initiative. If the proposed initiative is successful, HWQld will enter into an agreement with the Applicant Organisation, not the Individual Applicant that will lead the initiative (the Primary Contact).

The **Primary Contact** is the person who will be leading the initiative/managing the activities. This may also be the day-to-day contact and the main person HWQld will liaise with to talk about the initiative and its progress.

The **Secondary Contact** may be an administrator working on the initiative or a person working with the Primary Contact on the initiative. This is the person that may be contacted if the Primary Contact cannot be reached.

The **Auspice Organisation** is an organisation that manages the grant funding on your behalf. For example if you are a small community group with limited resources you may use a larger Not-For-Profit Organisation as your auspice. If the proposed initiative is successful, HWQld will enter into an agreement with the Auspice Organisation and will receive and manage the grant funding, with the community group undertaking the actual project work.

Applicant Organisation *

Organisation Name

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Applicant Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Applicant Organisation Primary Address *

Address

Applicant Organisation LGA

Applicant Organisation Primary Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.
This is where funds will be transferred if the grant is successful.

Primary Contact *

Title First Name Last Name

Primary Contact Position *

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Primary Contact Address *

Address

Primary Contact Phone Number *

Must be an Australian phone number.

Primary Contact Email *

Must be an email address.

Primary Contact Mobile Phone Number *

Must be an Australian phone number.

Secondary Contact *

Title First Name Last Name

Secondary Contact Position *

Secondary Contact Phone Number *

Must be an Australian phone number.

Auspice

Organisation Name

Auspice ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed

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ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice Primary Address

Address

Auspice Primary Phone Number

Must be an Australian phone number.

Auspice Primary Email

Must be an email address.

Auspice Primary Contact Name

Word count:

This is the person applying for funding and who will lead the Initiative

Auspice Primary Contact Position

Secondary Contact Email

Must be an email address.

Insurance Details

Please note that if you are invited to submit a full application, you will be required to upload all current certificates of Insurance and Currency, as well as any other relevant registrations or insurances.

Does your organisation have Public Liability Insurance - minimum of \$10 million?

Yes No

Is your organisation willing to obtain Public Liability Insurance?

Yes No

Does your organisation have Professional Indemnity Insurance?

Yes No

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Is your organisation willing to obtain Professional Indemnity Insurance?

Yes

No

Does your organisation have Workers Compensation Insurance?

Yes

No

Is your organisation willing to obtain Workers Compensation Insurance?

Yes

No

NOTE: Please do not forget to save your form as you progress.

ALIGNMENT AND FIT

* indicates a required field

Details of Proposed Initiative

Title of Initiative *

The title should be used in all correspondence if the grant is successful. Please keep title succinct. (10 words recommended)

What are the primary areas of focus for this project/program? *

No more than 5 choices may be selected.

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Who are the primary beneficiaries of this project/program? *

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project/program

Which of the following HWQld objectives does your proposed initiative most strongly address? *

Please choose one option only

Which of the scheme-specific priority or at-risk populations listed below will mostly benefit from your proposed initiative? (tick all relevant options) *

- Infants
- Children
- Young People
- First Nations peoples
- People experiencing disadvantage; living with disability
- People from culturally, linguistically and spiritually diverse backgrounds, including recent migrants and refugees
- People living in rural and remote regions

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It is mandatory to tick at least one of the first 3 priority groups (i.e. infants, children or young people). You may choose any additional priority group that will benefit from your proposed initiative

Which specific community(ies) will the proposed initiative benefit? *

Please indicate the specific communities that will be positively impacted by the proposed initiative. E.g. local schools, or all children from a specific geographic area, or mothers and newborns.

How does your proposed initiative align with the aim and objectives of the GenQ Health and Wellbeing Community Grants scheme?

Word count:

Please refer to Section 2 of the [Guidelines](#) for an outline of the aim and objectives of this scheme. (Max 150 words)

What is your organisation's purpose, mission, or values? *

Word count:

Max 50 words.

Location(s) of Initiative

Your initiative may take place in one location (e.g. a Sports Youth Program in Logan) or may include activities conducted in multiple locations (e.g. setting up sustainable veggie gardens at multiple schools across regional Qld). HWQld will collect information on the relevant Local Government Area (LGA) and Remoteness Area based on the address of the location of activities. The address does not need to be specific (i.e. House Number, Street, Suburb) and may include the suburb only.

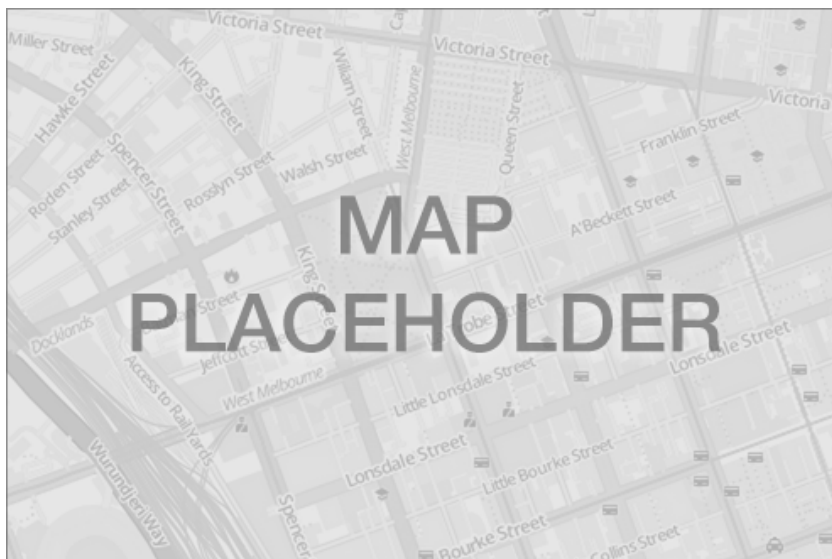
Main location of initiative activities

Organisation Name

Address of Initiative Activity

Address

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This is where activities are going to be held, and/or locations that will benefit from the proposed initiative. If there is more than one location please click on 'Add More' below.

Location of Initiative - LGA

Location of Initiative - Remoteness Area

NOTE: Please do not forget to save your form as you progress.

IMPACT AND DIFFERENCE

* indicates a required field

Short description of proposed initiative - what do you propose to do and what is your main goal? *

Word count:

The goal of the initiative should be Specific, Measurable, Achievable, Relevant and Time-based. E.g. To increase physical, social and mental wellbeing of teenagers in community XXXX through participation in a community sports program by February 2024. (Max 100 words)

Rationale - Why does this work need to be done? Tell us more about the initiative. Who will benefit the most, why it is needed and the evidence to support the need for it. *

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Word count:

Describe what the problem or background is, what the focus of the initiative is and how your initiative will address one or more of the scheme's objectives. Include in your answer evidence to support the need for this initiative (e.g. statistics, research, literature review, community surveys, meeting minutes, etc). This evidence is what makes the goal of your initiative relevant. (Max 250 words)

Objectives: List 3 to 5 objectives that will help you achieve the main goal of your initiative. *

Your objectives should be Simple, Measurable, Achievable, Relevant and Time-based.

Key Deliverables: For each objective listed above, list 1 to 3 deliverables, with an estimated completion date. *

Your deliverables should be something tangible such as delivery of a workshop, or production of educational resources.

Partnerships

Applicants have the option to partner with other organisations to deliver the proposed initiative.

Partners are those main groups who have committed to assisting your organisation to plan and/or implement and/or partly fund (cash or in-kind) the proposed initiative.

Please note that if your Expression of Interest application at Stage 1 is successful, and you are invited to submit a full application at Stage 2, a full letter of commitment from each Partner Organisation signed by a representative with the authority to commit the cash or in-kind contributions to the project will be requested.

Are you partnering with another organisation to deliver this initiative? *

- Yes
- No

Who will you partner with, or hope to partner with, to deliver the initiative? In your response please include the benefits of this partnership(s) for the community. *

Word count:

Provide a summary list of your partners (confirmed or proposed), their main roles and responsibilities, whether you have worked with this partner previously and if so, in what capacity. If you have not worked with this partner before please indicate whether or not you have discussed this initiative and partnership with them. (Max 150 words)

NOTE: Please do not forget to save your form as you progress.

FEASIBILITY AND READINESS

* indicates a required field

What is the current stage of the proposed initiative and how ready are you to start the project? *

Word count:

In your response please provide as much information as possible to indicate how much work has already been done on this initiative and how quickly you are likely to get the initiative off the ground once funding is awarded. (Max 200 words)

What approvals do you already have in place and/or still require obtaining? *

List the different approvals you require and indicate whether or not these are in place, noting that if your application is successful, all approvals will need to be in place prior to activities requiring approvals can commence.

Does this initiative have community support? In particular, do the target populations and/or geographic communities associated with the proposed initiative support the activities you are proposing? *

Yes No Don't know Not Applicable

Evidence of community support is generally highly regarded as initiative with community buy-in tend to be more successful.

Financials and Timeline

Please note that if your application proceeds to Stage 2, you will be asked to complete a detailed budget.

Total Cost of proposed Initiative *

Must be a dollar amount.

How much will the initiative cost to be completed?

Total Amount Requested *

Must be a dollar amount.

What is the total financial support you are requesting from HWQId in this application (noting it must be between \$5,000 and \$20,000 excl. GST)?

Please provide a high level budget summary including justification of amount requested.

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Word count:

This budget summary does not need to be too specific at this stage. If invited to submit a full application, a detailed budget summary will be required. (Max 150 words)

Project length *

Please provide an estimation of length of the initiative in months (e.g. 9 months)

When do you hope to start the initiative if you are awarded this grant? *

Must be a date.

Please note that if successful you will receive the funding after signing the funding agreement in August/September.

NOTE: Please do not forget to save your form as you progress.

CERTIFICATION

* indicates a required field

This section must be 'signed-off' by an appropriately authorised person on behalf of the Applicant Organisation. An authorised person is a person who has an authority to sign an agreement on behalf of the organisation and may be different to the contact person listed earlier in this application form.

"I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that Health and Wellbeing Queensland, on receiving this information, may deem this application ineligible if it becomes evident that information provided is incomplete or false."

I agree *

- Yes
 No

Authorised person *

Title First Name Last Name

Authorised person Position *

Authorised person Primary Phone Number *

Must be an Australian phone number.

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Authorised person Primary Email *

Must be an email address.

Date *

Must be a date.

APPLICANT FEEDBACK

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback. This will help us evaluate and improve our grants process.

Your feedback is optional but it will help us to evaluate the Grants Program. THANK YOU!

Approximately how many hours in total did it take you to complete this application?

How did you find the online application process?

- Very easy Mostly easy Neutral Mostly difficult Very difficult

Were the Guidelines and FAQs clear and useful?

- Yes, very Yes, somewhat No, not really No, not at all I didn't really read them

What is your opinion of the support provided by HWQId in responding to your queries, in regards to how quickly someone responded to your query and the information provided to answer your query?

- Satisfactory - met most of my needs and responded within 24hrs Unsatisfactory - did not meet most of my needs and/or need to make a query did not respond within 24 hrs Not applicable - I did not need to make a query

Were the resources provided on the HWQId website (Grant Tips) clear and useful?

- Yes, very Yes, somewhat No, not really No, not at all I didn't really read them

How do you feel about the amount of information requested in this application form?

- Too little information is requested. About the right amount of information is requested. Too much information is requested.

Which would you prefer?

- Few grants with high value (>\$20,000)?
 More grants with less value (<\$20,000)

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Please provide us with your suggestions on how we could improve the application process, form, supporting documentation or scheme.