

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

GUIDE FOR APPLICANTS

Instructions

PLEASE READ THE [GENQ HEALTH AND WELLBEING IMPACT GRANT 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 is an expression of interest (EOI) application** intended to provide a high-level overview of the proposed initiative including, the Applicant Organisation, proposed partnerships and budget summary. Applications will be reviewed by an independent Selection Advisory Panel.
- **Stage 2 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 the Selection Advisory Panel. Applications will be assessed based on how well it meets the Assessment Criteria (see Appendix A of the [Guidelines](#)) 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'.

ONCE AN APPLICATION IS SUBMITTED IT CANNOT BE EDITED.

For queries about the guidelines, deadlines, 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:

Application Number

This field is read only.

About the GenQ Health and Wellbeing Impact Grants Scheme

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

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.

The aim of the GenQ Health and Wellbeing Impact Grants Scheme is to support innovative ideas or approaches that will leverage existing knowledge that has high potential to influence health and wellbeing promotion and/or practice and lead to improved, sustainable and equitable health and wellbeing outcomes at the population level with a focus on infants, children and young people

HWQld is committed to funding research that focusses on **prevention** and on the health and wellbeing at the **population level** rather than at the individual level. Research funded by HWQld should be **systems-based**, focussing on the wider context and broader picture, and should be **theory-informed**, demonstrating how research knowledge is utilised to contribute to systems change and population outcomes. Finally, HWQld is committed to funding research that takes an **impact-oriented** approach and is used as a tool for advancing **equity**.

Research proposed through the **GenQ Health and Wellbeing Impact Grants Scheme** should focus on the following **objectives**:

- Developing **research partnerships** between researchers, decision-makers and communities;
- Creating **evidence-based research** informed by the community need, and input from community, researchers and policy-makers;
- Applying research to drive **impact and scale at the local and/or state population level**, using a systems-based approach to meet the outcomes listed below;
- Supporting the selection, adaptation and implementation of **innovations** that align with local and/or state populations' needs and priorities; and
- Evaluating the effectiveness and further scalability of innovations.

GenQ Health and Wellbeing Impact Grants must:

- Be focussed on supporting community-engaged research through partnership and co-design with communities, and supporting of community-led program
- Have a focus on infants, children and/or young people
- Align with the objectives of the scheme
- Not exceed \$200,000 in funding requested
- Have a duration of up to 24 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.

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:

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

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 an approved [NHMRC Administering Institution](#) (AI) OR is partnered with an institution that is an approved NHMRC AI and will submit the application and administer the grant;
- will deliver activities focussed in Queensland with a primary focus of the initiative aimed to achieve positive health and wellbeing outcomes for the Queensland population;
- is willing to agree to the terms and conditions of the funding agreement.

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
- an overseas resident;
- an International Entity;
- 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:

- patent costs;
- personal memberships or subscriptions;
- research infrastructure;
- computing costs, computer networks, peripherals and software for communicating, writing and undertaking simple analyses;
- the purchase of real estate or vehicles;
- equipment and materials not directly related to the proposed initiative;
- the covering of retrospective costs incurred;
- costs incurred in the preparation of a grant application or publications;
- ongoing operating expenses or other 'business as usual' expenses not specifically related to the initiative;
- major capital infrastructure;
- overseas travel;
- public liability and other insurances;
- tertiary level education qualifications;

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

- events or fundraising activities (except events that support delivery of proposed initiative);
- the purchase of alcohol or works and purchases that will require a liquor or gaming license;
- initiatives outside Queensland;
- initiatives with existing funding for the same initiative;
- 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 of activities;
- 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;
- biomedical and clinical research that does not have a clear link to health promotion;
- laboratory-based science or health services research unless there is a strong rationale for its relevance to health promotion;
- research which does not align with the [Health and Wellbeing Queensland Strategic Plan 2020-2024](#); or
- researchers that accept any form of sponsorship, support or research funding from sources connected to the tobacco or alcohol industry, or which may pose a reputational risk to HWQld.

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, 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 Impact 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 \(Qld\)](#)

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

In accordance with the terms of the [Research Grant Agreement](#), Clause 13.2(b), you agree that HWQld may publicly disclose the name of the grant recipient and collaborators (as listed in Schedule 1 of the Agreement); a description of the funded initiative; and details of the funding provided under the Research Grant Agreement.

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.

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.

Applicant Organisation *

Organisation Name

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	

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

Tax Concessions
Main business location

Must be an ABN.

Applicant Organisation Primary Address *

Address

Applicant Organisation LGA

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Primary Contact *

Title First Name Last Name

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Primary Contact Position *

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Primary Contact Address *

Address

Primary Contact Phone Number *

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Must be an Australian phone number.

Primary Contact Email *

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Must be an email address.

Secondary Contact *

Title First Name Last Name

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Secondary Contact Position *

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Secondary Contact Phone Number *

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Must be an Australian phone number.

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

ALIGNMENT AND FIT

* indicates a required field

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, rather than the types of people it will affect.

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 initiative.

Which of the following research themes does your proposed initiative most strongly address? *

Please choose one option only

What priority group(s) 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

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 community(ies) will the proposed initiative benefit? *

Word count:
Max 100 words

How does your proposed initiative align with the aim and objectives of the GenQ Health and Wellbeing Impact 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)

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

Provide a brief statement addressing the parameters underpinning HWQld's Strategic Plan. *

Word count:

Refer to Section 4 of the [Guidelines](#) for a short description of each of these parameters. (Max 150 words).

Location(s) of Initiative

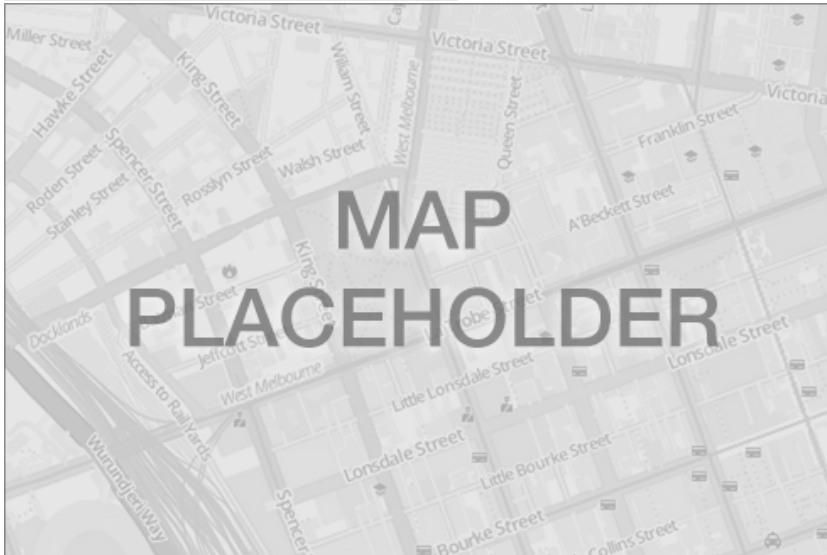
Initiative activities may be delivered in one location or multiple locations, and data might be collected from one or more locations. HWQld will collect information on the relevant LGA and Remoteness Area based on the address of the location of activities you provide. The address does not need to be 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



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

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

Location of Initiative - Remoteness Area

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

DESCRIPTION OF INITIATIVE

* indicates a required field

The purpose of this section is for you to tell us about your proposed initiative, why this research is needed, what you propose to do, how you propose to do it and what outcomes you anticipate will result from it. In this section you will also have the opportunity to demonstrate the potential for the proposed research to directly influence health promotion policy and practice in Queensland.

Please note that if you are invited to submit a full application, you will be required to expand on the answers below, provide evidence such as reference to a literature review, reports, or other supporting documentation confirming the need for this research and submit an Evaluation Plan template.

Title of proposed initiative *

Please keep title succinct (10 words recommended)

Lay description of initiative *

Word count:

Please provide a plain-language statement of what you propose to do and its significance. This statement may be used for a media release or to be featured on our website/newsletter. (Max 100 words).

Introduction: Briefly state the problem your initiative is addressing, and the purpose and significance of the proposed research. *

Word count:

Max 250 words

Brief project plan: Broadly outline the objectives, the study design, planned activities, deliverables, and anticipated/intended outcomes of your project. *

Word count:

Max 250 words

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

Impact statement: Briefly describe how this research might directly influence health promotion policy and/or practice change at the local and/or state level. *

Word count:
Max 250 words

PARTNERSHIPS

* indicates a required field

You are required to establish partnerships with relevant individuals and/or organisations that will assist your organisation to plan, 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, we will require 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.

Partner Organisation	Contact person	Expertise	Role/ Responsibility in proposed initiative	Is the partnership confirmed? Yes/No	Have you worked with this partner previously? Yes/No

For each proposed partner, please include the benefits of this partnership for the proposed initiative and to the community, and how the initiative aligns with the priorities of the partner organisation. Please also describe in what capacity you've previously worked with the proposed partners (if applicable). *

Word count:
Max 300 words

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

READINESS

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

* 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 (if any) 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 150 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 being able to commence. If the proposed initiative involves human research you will require ethics approval from a Human Research Ethics Committee (HREC). Please refer to the [National Statement on Ethical Conduct in Human Research](#) for further information.

Does this initiative already 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

Please note that Impact Grants are focussed on supporting community-engaged research. Applications shortlisted to Stage 2 of the application process, will need to demonstrate community engagement.

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.

Total Amount Requested *

Must be a dollar amount.

What is the total financial support you are requesting in this application?

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

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)

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

Are you seeking funding support for the proposed initiative from any other funding agencies? If so, please note the name of the funding agency, how much funding you requested and the expected outcome notification date.

Project length *

Please provide an estimation of length of the initiative in months (e.g. 24 months)

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

Must be a date.

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

RESEARCH TEAM

Please list all the Chief Investigators and Associate Investigators that will form the research team.

Chief Investigators will have a significant role in implementing and guiding the proposed initiative.

Associate Investigators are expected to provide some intellectual and/or practical input into the research.

All applications are required to have a multi-disciplinary team, where appropriate. Please identify the skills of the research team in the section below.

Please note that if you are invited to submit a Full Application, the Chief Investigator(s) will need to provide further information on their track record (CV, list of publications, etc).

Chief Investigator (CI) or Associate Investigator (AI)	Name	Organisation	Position	Skills and contribution

CERTIFICATION

* indicates a required field

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

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

"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 the information provided is incomplete or false."

I agree *

- Yes
 No

Authorised person *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Authorised person Position *

Authorised person Primary Phone Number *

Must be an Australian phone number.

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 application process.

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

How many hours did you spend completing this grant application form?

How easy or difficult did you find using/navigating the online application process?

- Very easy Mostly easy Somewhat easy and somewhat difficult Mostly difficult Very difficult

Was the documentation provided for this funding opportunity (Guidelines, FAQs, Grant writing tips, Budget tips and Definitions) clear and useful?

GenQ Health and Wellbeing Impact Grants EOI Application Form Preview

- 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

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 project-related information is requested. Too much information is requested.

Which of the following Grants model would you prefer?

- Fewer grant opportunities with larger funding amount
 More grant opportunities with smaller funding amount

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