



# Frequently Asked Questions (FAQs)

## Round Two

Version 1.0 April 2024



## 1.0 Proposed activity

### ***Is the focus of Round Two the same as Round One?***

No, the focus of Round Two will be on psychosocial wellbeing for the health and community services workforce.

### ***Who are the priority populations?***

While the project aims to support all workers in the health and community service sectors, the priority populations are:

- Regional, rural, and remote residents
- First Nations peoples
- Culturally and Linguistically Diverse (CALD) communities
- People with disability
- Women

### ***Can the project be delivered across regions?***

Yes, the project can be delivered across regions. If this is the case, please list the numbers in each location.

For this program, the following Queensland Local Government Areas (LGAs) are in ***South East Queensland***.

- |                  |               |                  |
|------------------|---------------|------------------|
| • Brisbane       | • Logan       | • Scenic Rim     |
| • Gold Coast     | • Moreton Bay | • Somerset       |
| • Ipswich        | • Noosa       | • Sunshine Coast |
| • Lockyer Valley | • Redland     | • Toowoomba      |

For this program, the following Queensland LGAs are in ***regional, rural, and remote Queensland***.

- |                     |                  |                           |
|---------------------|------------------|---------------------------|
| • Aurukun           | • Etheridge      | • Northern Peninsula Area |
| • Balonne           | • Flinders       | • Palm Island             |
| • Banana            | • Fraser Coast   | • Paroo                   |
| • Barcaldine        | • Gladstone      | • Pormpuraaw              |
| • Barcoo            | • Goondiwindi    | • Quilpie                 |
| • Blackall-Tambo    | • Gympie         | • Richmond                |
| • Boulia            | • Hinchinbrook   | • Rockhampton             |
| • Bulloo            | • Hope Vale      | • South Burnett           |
| • Bundaberg         | • Isaac          | • Southern Downs          |
| • Burdekin          | • Kowanyama      | • Tablelands              |
| • Burke             | • Livingstone    | • Torres                  |
| • Cairns            | • Lockhart River | • Torres Strait Island    |
| • Carpentaria       | • Longreach      | • Townsville              |
| • Cassowary Coast   | • Mackay         | • Weipa                   |
| • Central Highlands | • Mapoon         | • Western Downs           |
| • Charters Towers   | • Maranoa        |                           |

- Cherbourg
- Cloncurry
- Cook
- Croydon
- Diamantina
- Doomadgee
- Douglas
- Mareeba
- McKinlay
- Mornington
- Mount Isa
- Murweh
- Napranum
- North Burnett
- Whitsunday
- Winton
- Woorabinda
- Wujal Wujal
- Yarrabah

### ***What should the application detail in terms of the delivery of the project?***

The proposed delivery schedule should specify milestones, not just the completion date.

### ***Do I need to have a dedicated person for the project?***

Yes, it is required that a dedicated person will oversee the project and be the point-of-contact with Jobs Queensland. You will need to advise us if this changes.

### ***What funding is available for my project?***

Funding is capped at \$150,000. Applicants may submit more than one application, but only one project will potentially be funded from any one organisation.

## **2.0 Activity scope and objectives**

Projects must engage with and support communities and demonstrate leadership by industry to qualify for government funding.

### ***What should my proposal address?***

Your submission must demonstrate:

#### Employer Support

- Does the proposal support employers looking to provide safeguards or strategies to address psychosocial issues in the workforce, specifically as they relate to attraction and retention?

#### Collaborative Support

- Does the proposal provide community centred, industry-led and government enabled solutions?

#### Implementation Ready

- Does the proposal outline how the solution is ready for implementation and capable of making impact within a defined timeframe?

#### Future Focussed - Innovation

- Does the proposal provide future focussed, agile, and flexible solutions?
- Does the proposal provide solutions easily replicable and adaptable across health and community services sectors?

### ***How do I specify outcomes? Can the project have more than one outcome?***

The intended outcomes must be specified, noting that there may be more than one outcome. QCC Round 2 will support activities that enable the health and community services sectors to implement and share place-based attraction and retention activities to meet gaps in psychosocial wellbeing.

The issue/s to be addressed must be clearly articulated, the expected outcomes clearly stated and the strategies to achieve these outcomes clearly identified with a timetable of activities.

### ***What do I need to show collaboration in my project proposal?***

Details of collaboration with industry should include letters of support from employers.

### ***Can a member of the Project Champion Group (PCG) assist me to develop an application for funding for this project?***

A member of the PCG can assist you to develop an application. If a PCG member (or a member of their organisation) has assisted you with your application you will need to declare this has occurred. To manage any perceived or actual conflicts of interest, that PCG member will not participate in preparing or providing the PCG's feedback on the Project Principles to the independent assessment panel in the evaluation of your application.

### ***What if I don't seek assistance from a PCG member in developing my application?***

It is not a requirement to seek assistance from a PCG member to develop your application. As for all other applications the PCG will provide feedback to the independent assessment panel in relation to the Project Principles for evaluation of your application. A member of the PCG will withdraw from that process only if the member has a perceived or actual conflict of interest in relation to your application.

### ***Is sustainability a factor?***

Applications must identify a strategy for sustaining project legacies after the project is completed.

## **3.0 Budget**

### ***How detailed should the financial information be?***

'Activity budget' must include:

#### ***Administration***

- A breakdown of wages
- Details of material and equipment (e.g., consumables) Note: Capital costs cannot be claimed.
- Details of other costs (e.g., travel)
- Details of administration costs
- If the proposal includes management fees, please specify the amount. This must not exceed 10%, to a maximum of \$15,000.

#### ***Activity***

- Provide activity input costs breakdown (e.g., wrap around support, skills matching)

- Provide details of other costs.

#### *Cost per participant*

- Calculate cost per participant by dividing the total costs by the number of participants.

#### ***How do I record in-kind co-contributions?***

In-kind co-contributions should be specified with an allocated monetary value. This must be at market value ensuring they are sourced from within your organisation.

#### ***Will the budget contribute to the overall assessment of this application?***

All applications will be assessed on value-for-money, taking into consideration factors influencing delivery costs such as project location.

#### ***What do I do if the project activity/s does not have participants?***

Where an activity does not have participants, the estimated cost for benefit or output will need to be submitted. Criteria for consideration may include anticipated traffic to the website where the resource/s are housed. Actual traffic will need to be recorded and included as part of the project evaluation.

## 4.0 Evaluation and support

#### ***How is the project evaluated?***

Evaluations typically will demonstrate how the community has benefitted from the activity. Benchmarks may include training completions, effectiveness of wrap around support, skills matching, employment outcomes, longer term outcomes. You are encouraged to consider appropriate evaluation methods for your project such as baseline, midpoint, and post completion surveys.

The evaluation must include all project partners (e.g., training providers) as well as any other relevant stakeholders, such as QCC PCG.

#### ***Do I need to acquit the project?***

Yes, the evaluation of the project and the acquittal must be submitted not later than one calendar month after the date of the completion of the project.

#### ***Do I need to identify my training partners in the application?***

Yes, please provide details of all your training partner/s and their role in the project. This must identify all non-accredited, accredited and industry recognised training.

The application must include letters of support and intent from all training providers and demonstrate their history in delivering successful training in the sector. Please note that foundation skills are not eligible for funding through this project.

#### ***Do I need stakeholder support statements?***

Community support must be demonstrated by attaching letters of support from community stakeholders. These should detail the expected benefits of the project for the community.



## 5.0 Reporting

### ***What are the reporting requirements?***

A progress report is to be delivered at the mid-way point, that will consist of a presentation and written report.

A final report is to be delivered that includes evaluation outcomes.

## 6.0 General

### ***How do I submit my application?***

Your submission is completed online in Smarty Grants. If you do not already have a Smarty Grants account, you will need to apply for one at [Register - Department of Employment, Small Business and Training \(smartygrants.com.au\)](https://smartygrants.com.au) Smarty Grants will send you confirmation of receipt of your application.

### ***Will late applications be accepted?***

No, your application must be submitted on Smarty Grants before the closing date and time: 16 May 2024 11.59pm.

