



Queensland  
**Mental Health  
Commission**

# Alcohol and Other Drug Responses in Housing and Homelessness Settings Grant Guidelines

## 2024-2026

<b>Opening date for applications</b>	<b>Closing date</b>
30 September 2024	28 October 2024

# 1. Background

Under Priority 3 – Expanding Diversion of *Achieving balance: The Queensland Alcohol and Other Drugs Strategic Plan 2022-2027 (Achieving balance)*, the Queensland Government has committed to ‘increase availability of health responses for people experiencing problematic alcohol and other drug use across the service system, including housing and domestic and family violence services’.

To progress this action, the Queensland Mental Health Commission (the Commission) is offering up to \$1,500,000 under the Alcohol and Other Drug (AOD) Responses in Housing and Homelessness Settings grant program.

The grant program aims to build the capability of housing and homelessness service providers to respond to AOD related issues and support people who use AOD, within their context and scope of practice.

## 2. About the Queensland Mental Health Commission

The Queensland Mental Health Commission (the Commission) is a statutory body established under the *Queensland Mental Health Commission Act 2013* to drive systemic reform of Queensland’s mental health, AOD, and suicide prevention systems. The Commission encourages and facilitates change to improve the mental health and wellbeing of all Queenslanders, with a focus on:

- improving the mental health and wellbeing of all Queenslanders
- preventing and reducing the impact of mental illness
- preventing and reducing the impact of issues related to AOD
- preventing and reducing the impact of suicide.

One of the Commission’s primary functions is to develop and facilitate the implementation of a whole-of-government strategic plan to improve the mental health and wellbeing of Queenslanders, particularly people living with mental illness, people who use AOD, and those affected by suicide. The current strategic plan is [Shifting minds: The Queensland Mental Health, Alcohol and Other Drugs, and Suicide Prevention Strategic Plan 2023-2028](#), which is complemented by two sub-plans:

- [Achieving balance: The Queensland Alcohol and Other Drugs Plan 2022-2027](#)
- [Every life: The Queensland Suicide Prevention Plan 2019-2029](#)

*Achieving balance* puts into action Queensland’s commitment to AOD system reform with the aim of reducing related harms and enhancing safety for individuals and the community.

There are five priorities under *Achieving balance*:

1. Prevention and early intervention
2. Enhancing treatment and supports
3. Expand diversion
4. Reduce stigma and discrimination
5. Reduce harm

*Achieving balance* is a whole-of-government strategic plan, and responsibility for implementation of the plan sits across government agencies. The Commission has been allocated non-recurrent funding to support implementation of *Achieving balance* and, in partnership with system stakeholders, has identified that enhancing AOD responses in housing and homelessness settings is a priority.

## 3. About the AOD Responses in Housing and Homelessness Settings Grant

The Commission is seeking to engage providers with suitable experience, capability and skills to deliver an initiative that meets the objectives identified under these grant guidelines. The total funding pool available under this grant is \$1,500,00 and each applicant can apply for funding under one of three funding categories:

- **Stream 1:** up to \$100,000 (excluding GST)
- **Stream 2:** up to \$250,000 (excluding GST)
- **Stream 3:** up to \$500,000 (excluding GST)

The funding provided will be non-recurrent. The successful applicant will demonstrate how the proposed initiative contributes to the alcohol and other drug reform agenda and can be replicated and sustainable beyond this grant.

### 3.1 Alcohol and other drug responses and homelessness and housing settings

Evidence demonstrates that there is a relationship between experiencing homelessness and concerns related to AOD use. According to data from the Australian Institute of Health and Welfare (AIHW), 8.6% (23,500) of people engaged with a specialist homelessness service in 2022-23 reported AOD use concerns. In 2023, 27% of participants surveyed by the national Illicit Drug Reporting System reported to be homeless. The true prevalence of AOD use concerns for people experiencing homelessness or housing instability is likely to be much higher as there is a paucity of research in this area.

A range of social vulnerability factors are linked with homelessness and AOD use. While the majority of people who use AOD don't experience issues related to housing, poor housing, adverse living conditions, stress and trauma of housing instability or homelessness can increase the likelihood of experiencing AOD concerns. Likewise, AOD concerns can increase the risk associated with housing instability.

This highlights the importance of enhancing the capability of housing and homelessness services to respond to and support people who use AOD including improving:

- Workforce capability
- Organisational systems and processes
- Policy and practice.

### 3.2 Objectives

The overarching aim of the AOD Responses in Housing and Homelessness Settings Grant is to build the capability of housing and homelessness service providers to respond to and support people who use AOD and AOD related issues within their context and scope of practice.

To meet this aim, successful grant applicants will be required to deliver an initiative that contributes to one or more of the objectives listed below:

- reduce barriers to people who use AOD accessing housing and homeless services, including by improving organisational policies and practices
- improve access to health supports for people who use AOD and are in housing support services
- improve ability of people who use AOD and are experiencing or at risk of homelessness to achieve sustainable tenancies
- facilitate shared understanding and approaches across housing and AOD systems of care
- reduce stigma, discrimination and attitudes towards AOD use within the housing and homelessness sector

The proposed initiative must:

- support the alcohol and other drug reform agenda and align with the strategic intent of *Achieving balance*
- align with 'housing first' principles and approaches
- be supported by evidence indicating need
- include a clear evaluation framework/plan
- include mechanisms for the engagement of people with a lived-living experience of AOD use and homelessness in the design, delivery and evaluation of the initiative

The proposed project must consider broadscale implementation and replication, and address the objective through one or more of the following approaches:

- organisational capacity building, research, and development
- implement training, education, guidance and resources for the workforce
- trial and evaluate innovative and integrated service models, including consideration of applicability across other regions/settings and sharing of learnings to promote broader implementation
- co-design of initiatives with relevant stakeholders (e.g. housing services, AOD services, people with lived-living experience of AOD use and homelessness).

### 3.3 Partnership approach

The Commission recognises that driving reform of the mental health, alcohol and other drugs, and suicide prevention systems requires input and support from a range of stakeholders. These stakeholders could include public, private and not-for-profit organisations that provide health and social services, businesses, relevant industries, peak organisations, and/or Commonwealth, state, and local governments. In addition, the Commission may be able to assist successful applicants to engage in discussions regarding collaborative participation with a relevant key stakeholder, if these are not already established. While lead applicants must be Queensland based, where appropriate, applicants may partner with an organisation located in another jurisdiction. **Applications need to outline the commitment to working with key stakeholders, including community organisations, priority cohorts, other key organisations, government agencies, and existing partnerships.**

### 3.4 Lived and living experience engagement

The Commission recognises the importance of lived and living expertise in informing, guiding and leading the reform of alcohol and other drugs systems. The Commission considers it critical that people with lived experience of alcohol and other drug use are equal partners in the proposed initiative's development, implementation and evaluation. For the purposes of this Grant, the Commission defines a person with a 'lived experience' as:

- having a direct personal experience of problematic AOD use
- having a direct personal experience of housing instability and/or homelessness
- being a family member, carer or support person for a person who has problematic use AOD and experiences housing instability and/or homelessness

The Commission believes that providing financial remuneration is an important part of recognising the valuable contribution that people with a lived experience bring. As such, the Commission expects the successful applicants to apply the Commission's approach to paid participation as outlined in its [Paid Participation Policy: Corporate standard 0011](#), unless the applicant can demonstrate that its own paid participation policy offers better conditions. **Applications need to outline how people with lived experience will be engaged in initiative design, implementation and evaluation.**

### 3.5 Evidence-based/informed and evidence generating initiatives

Proposed initiatives should be based on or informed by existing evidence, and also consider how they can generate additional evidence. The Commission is interested in innovative approaches, that have the potential to disrupt in positive ways and contribute to generating evidence and new information. **Applications need to outline how the proposed initiative is informed by evidence, how it contributes to innovation and generating evidence, and how it will be evaluated.**

### 3.6 Sustainability

This grant funding opportunity is non-recurrent. The Commission is unable to offer funding to successful applicants beyond the life of the AOD Responses in Housing and Homelessness Settings Grant. **Applicants need to consider how a proposed initiative and its outcomes could be sustainable beyond the funding period.**

### 3.7 Social Procurement

The Commission seeks to achieve social value through our procurement and do business with ethically, environmentally and socially responsible suppliers as stated in the [Queensland Social Enterprise Strategy](#) released in 2019. This is not a criterion of the grants program; however, if applicable, social enterprises will be highly regarded.

## 4. Grant funding available

Up to a total of \$1,500,000 is available for the AOD Responses in Housing and Homelessness Settings Grant.

Applicants are invited to submit an application under one of three funding categories. These categories are:

- **Stream 1:** up to \$100,000 (excluding GST)
- **Stream 2:** up to \$250,000 (excluding GST)
- **Stream 3:** up to \$500,000 (excluding GST)

The grant amount needs to be expended over a maximum period of 18 months.

Applicant organisations may make more than one application, however each application must be for a separate initiative.

Where an application exceeds the upper limit of a funding category, the applicant must detail the funding source to cover the gap in funding. Funding requests that exceed the upper limit without an identified source for the balance of funds required will not be considered.

Applicants must include a proposed budget, using the template linked in Smartygrants and available on the Commission website (<https://www.qmhc.qld.gov.au/>).

## 5. Eligibility criteria

### 5.1 Who is eligible to apply?

To be eligible to apply for a grant, the applicant must:

- have a registered Australian Business Number and be registered for GST purposes, where relevant

- be a Queensland based, not for profit, non-government organisation (where the application is a partnership approach, the lead partner organisation must be Queensland based)
- hold or will obtain the appropriate workers' compensation, public liability and professional indemnity insurance required to undertake this initiative and all related activities
- have no outstanding financial liability, service delivery or performance issues for funding previously and/or currently provided by the Queensland Government
- must not have received funding from another Queensland Government organisation for the same proposed initiative, within the same 12 month delivery timeframe (no double-ups permitted)

Note: Although not necessary, Certified Social Enterprises will be highly regarded.

## 5.2 Who is not eligible to apply?

Applicants will not be eligible where they:

- are a State or Commonwealth Government agency/statutory entity, an unincorporated association, a sole trader, or an individual
- declared bankrupt or subject to insolvency proceedings (as relevant to the entity type)
- accept any form of funding from tobacco and/or alcohol companies or their related foundations either directly or indirectly or promote the use of tobacco, alcohol or illicit drugs
- seek to promote political or religious views or ideologies

## 6. Funding exclusions

The grant funding cannot be used for the following:

- activities that do not align with the grant objectives
- activities delivered outside Queensland
- activities that are already funded through another source. For example, you cannot expend against two funding sources for the same activity (sometimes referred to as 'double dipping'), however, funding may be used to expand an existing funded program or continue a program where funding is coming to an end
- activities that duplicate existing programs, initiatives, products or services
- recurrent or retrospective funds, including enhancements to existing work or initiatives; reimbursement of costs already incurred or expended; and any component of the initiative or related activities that have taken place prior to the application being approved, will be eligible for funding
- salaries or wages for staff not engaged in direct delivery of the funded activity
- for-profit activities
- interstate or overseas travel
- general operational expenses or purchasing and repair of equipment not related to the funded initiative
- recurring maintenance or operational costs of the organisation/private entity or their facilities
- activities that involve lobbying or commercial ventures for personal gain or fundraising activities, including the promotion of alcohol and other drugs use or product endorsement
- major capital works or upgrades to existing infrastructure
- the purchase of vehicles or similar depreciable assets
- activities that cannot be covered by public liability insurance.

## 7. Applicant

An applicant is the organisation applying for the AOD Responses in Housing and Homelessness Settings Grant. If an applicant's proposal is selected, the applicant will enter into a funding agreement with the Commission. The applicant will assume full responsibility for the development, implementation and evaluation of the initiative and

meeting all deliverables and reporting requirements, even if other parties undertake components of the initiative.

The applicant will be responsible for the governance structure/framework and will have the capacity to monitor and report on the progress and achievement of deliverables, manage risks and account for the grant.

Applicants must have no outstanding financial accountability, service delivery or performance issues for funding provided by the Queensland Government and must hold insurance which will cover the period during which activities are funded.

## 8. Timing

The grant will commence on the execution of a funding agreement between the successful applicant and the Commission and will be subject to the specific requirements of the initiative. The timeframe outlined in the application is expected to include appropriate time allocated for the development, implementation, and evaluation of the initiative within a 18-month period after the execution of the funding agreement. Funding agreements are anticipated to be executed with successful applicants for project commencement by January 2025.

## 9. Selection criteria

Eligible applications will be assessed against the following selection criteria.

Selection Criteria	Response	Weighting
<p><b>Selection criteria 1.</b></p> <p>Initiative meets the objectives of the grant through its rationale and methodology and guided by any supporting evidence</p>	<p>Response demonstrates:</p> <ul style="list-style-type: none"> <li>• identified need, based on evidence</li> <li>• which objective/s the initiative will meet, and how they will be met</li> <li>• how the proposed initiative addresses the identified need, including any available evidence</li> </ul>	25%
<p><b>Selection criteria 2.</b></p> <p>Demonstrates intended outcomes and outputs for the proposed initiative</p>	<p>Response demonstrates:</p> <ul style="list-style-type: none"> <li>• expected outcomes and outputs of the proposed initiative and how these meet the objectives of the grant</li> <li>• how the proposed methodology, milestones and budget will achieve the identified outcomes</li> </ul>	15%
<p><b>Selection criteria 3.</b></p> <p>Initiative is evidence-based or evidence-informed</p>	<p>Response demonstrates:</p> <ul style="list-style-type: none"> <li>• an evidence-based or evidence-informed rationale for the initiative</li> <li>• how the initiative considers innovation and generating evidence</li> <li>• how the initiative will be evaluated, including outlining the initiatives outcomes will be measured</li> </ul>	15%
<p><b>Selection criteria 4:</b></p> <p>System reform, sustainability, replication and application to other</p>	<p>Response demonstrates:</p> <ul style="list-style-type: none"> <li>• how the approach will drive system reform</li> <li>• potential for replication and application across settings and regions</li> <li>• a plan for sharing learnings and outcomes of the</li> </ul>	15%

settings/regions	<p>initiative to support broadscale adoption</p> <ul style="list-style-type: none"> <li>• how the proposed initiative and its outputs and outcomes will benefit the community beyond the grant period</li> </ul>	
<p><b>Selection criteria 5:</b></p> <p>A partnership approach with other key organisations and inclusion of people with lived experience to inform and drive the initiative to design, implement and achieve its outputs and outcomes</p>	<p>Response demonstrates:</p> <ul style="list-style-type: none"> <li>• a commitment to working with key stakeholders, including other organisations and government agencies, to achieve the best possible outcomes</li> <li>• how people who use AOD and experience or are at risk of homelessness are engaged as partners in the development, implementation, and evaluation of the initiative and</li> <li>• partnership arrangements with key organisations that support sustaining the initiative’s input beyond the grant funding to achieve long-term impact and outcomes.</li> </ul>	20%
<p><b>Selection criteria 6:</b></p> <p>The applicant demonstrates the capability to successfully deliver the initiative using the proposed methodology, budget and other identified inputs, and measure and achieve the anticipated outcomes</p>	<p>Response demonstrates:</p> <ul style="list-style-type: none"> <li>• organisation capability and experience to undertake the initiative and produce the outputs, impact and outcomes</li> <li>• organisation AOD capability or how this will be leveraged externally</li> <li>• Demonstrates appropriate governance where applicable to the initiative</li> <li>• previous experience to deliver the initiative</li> <li>• cost-effectiveness</li> <li>• social and economic impacts</li> <li>• data collection at baseline, during and post-implementation of the initiative</li> </ul>	10%

## 10. Additional contextual information

Applicants are encouraged to consider the following strategic plans for additional contextual information:

- [\*Shifting minds: Queensland Mental Health, Alcohol and Other Drugs and Suicide Prevention Strategic Plan 2023-2028\*](#)
- [\*Every life: The Queensland Suicide Prevention Plan 2019-2029\*](#)
- [\*Achieving balance: The Queensland Alcohol and Other Drugs Plan 2022-2027\*](#)

## 11. How to apply

### 11.1 Submitting an application

**All applications must be submitted online via Smartygrants** (<https://qmhc.smartygrants.com.au/>). Offline applications will not be accepted.

Shortlisted applicants may be required to provide further information and/or participate in an interview.

No extensions to application submissions will be permitted and no late submissions or amendments will be accepted.



## 11.2 Timeline and key dates

Activity	Timeline
Applications opened via SmartyGrants - Amendments permitted up to due date	30 September 2024
Public briefing session	9 October 2024
SmartyGrant online application closed	28 October 2024
Selection panel assess applications against evaluation criteria, shortlist applications and finalise decisions for approval	28 October – 11 November
Further information requested and interviews (if required)	Week of 11 November 2024
Successful applicants notified	29 November 2024
Funding agreement drafted and executed with successful applicants	29 November – 16 December 2024

## 12. Successful applicants

### 12.1 Funding agreement

A copy of the fully executed funding agreement will be provided to successful applicants.

The Commission will only enter into a funding agreement with the applicant organisation (one party). The funding agreement sets out the terms and conditions that will apply to the grants, but some inclusions will be made based on information from successful applications. The Commission may also choose to negotiate directly with a successful applicant in relation to some aspects of selected initiatives.

Applicants should be aware that regular written reporting will be required, including six-monthly progress reports and a final report after the initiative has been finalised.

The funding agreement will outline payment instalments and the conditions for receiving each instalment. The final payment will be made on the acceptance of the final report by the Commission.

Prior to offering a AOD Responses in Housing and Homelessness Settings Grant, the Commission reserves the right to undertake further due diligence checksof the applicant, including but not limited to the following:

- solvency checking
- Australian Business Number checking
- liaising with relevant Queensland Government agencies
- liaising with the proposed partner organisation
- checking references.

### 12.2 Promotion

The Commission is likely to promote selected initiatives through its various communication processes, at certain events, and/or at key stages in the life of the AOD Responses in Housing and Homelessness Settings Grant. The Commission expects successful applicants to work in collaboration with Commission staff to provide relevant information in a timely manner to support these processes.

The Commission supports successful applicants promoting their initiative locally through their communication processes and networks, for instance, on the applicant’s website and newsletters. The Commission may also be supportive of successful applicants promoting their initiatives through a formal external process or third-party publication, for example, at a national conference or peer-review publication. However, approval must first be obtained from the Commission.

In both instances, acknowledgement of the Commission’s contribution will be required. Further information about the Commission’s branding and acknowledgement requirements will be provided to successful applicants.

## 12.3 Reporting

In line with the funding agreement, it is expected that a successful applicant who enters a funding Agreement with the Commission will provide regular (generally six-monthly) written updates on the funded initiative, and in addition will provide a detailed written report on the initiative at its conclusion.

Grant recipients may be required to provide regular financial acquittal reporting, and an annual audited financial statement.

If the Commission is not satisfied with the progress of an initiative, further payment of funds will not be made until satisfactory progress has been made on the initiative. If satisfactory progress is not achieved within a reasonable time, the funding agreement may be terminated, and all outstanding funds will be recovered by the Commission via invoice.