

Community Mental Health Expansion Program 2023-24 Application Form

Form Preview

Application Form: Community Mental Health Expansion Program 2023 - 2024

* indicates a required field

Submissions close on Monday 29 April 2024 at 5:00 PM.

Health Service / Agency Details

Applicant Organisation name *

Select your Organisation name from the dropdown list. NOTE: each health service is eligible to submit one application.

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.

Has your organisation been successful in obtaining grant funding in any of the following? *

- MHAODFRF2020-21
- MHAODFRF2022-23
- MHAODFRF2017-2019
- Mental Health Capital Renewal Fund 2023-24
- Project ICA 2022-23
- None of the above

This question is being asked to establish the status of previous grants.

Community Mental Health Expansion Program 2023-24 Application Form

Form Preview

Does this project have interdependencies with other current or planned projects

- Yes
- No

Please detail the nature of the dependency including any decanting of services required. *

Word count:

Must be no more than 100 words.

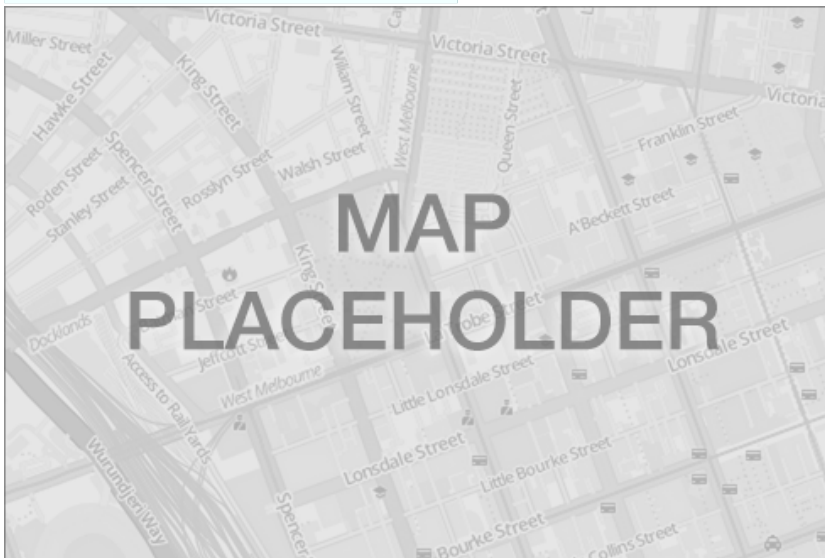
Provide project title and deliverables

Contact Details

* indicates a required field

Organisation's Primary Address (Head Office / Main Campus) *

Address



Full Address of Head Office in organisation that operates from multiple offices

Name of Department / Campus / Facility to which this submission relates *

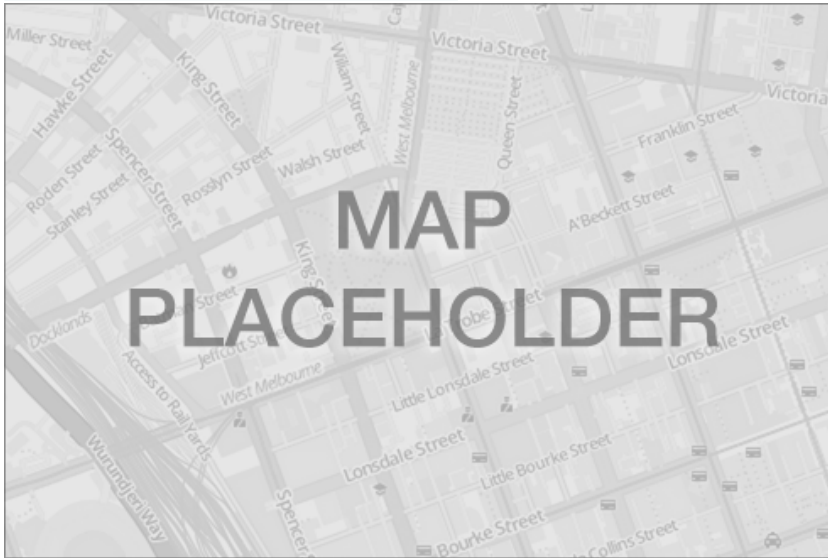
Examples: Name of mental health service; Ward 2; Building name; Campus name; Hospital name.

Address of Department / Campus / Facility (if different to Main address above)

Address

Community Mental Health Expansion Program 2023-24 Application Form

Form Preview



Submission / Project Contact Person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

This is the person we will contact for general communications relating to this grant submission or project

Position title *

Email *

Must be an email address.

Primary Phone Number *

Use area code e.g. (03) 9999 6666 or 61 for mobile.

Alternative Phone Number

Must be an Australian phone number.

Regional Division *

Choose a Division

Area *

Choose divisional area to which this submission relates

Community Mental Health Expansion Program 2023-24 Application Form

Form Preview

Local Government Area (LGA) *

Choose the LGA to which this submission relates.

Health Service/ Agency Type *

- Mental Health
- Mental Health Service
- Metropolitan Hospital
- Regional Hospital
- Registered Community Health Service
- Public Mental Health Service - Metropolitan
- Public Mental Health Service - Regional
- Other:

No more than 1 choice may be selected.

Is this property: *

- Owner Occupied
- Leased from DH/DFFH
- Leased from Other

From whom is this property leased? *

What are the terms of your lease? *

Remaining term, options etc

Project Details

* indicates a required field

Details of submission

Project / Proposal Title *

Word count:

No more than 10 words. Your title should be short but descriptive. Each proposal requires separate application form.

Basic description of project (maximum 35 words) *

Word count:

Must be no more than 35 words.

Succinct description that characterises the nature of the project. Examples: Renovate reception and waiting area, and install swipe entry doors to improve safety and amenity for patients and staff.

Key project delivery risks *

Community Mental Health Expansion Program 2023-24 Application Form

Form Preview

Please list the key stakeholders who have been consulted in preparation of this submission

Provide the title only ie Safer Care Victoria

Does your application address one of the below priority items? *

- The increase of community mental health service activity through expansion of space by fitting out owned or leasehold premises
- Offer after hours services such as through extended hours such as opening on a Saturday morning
- Increase the capacity of the service to complete additional community mental health service hours, increase staff numbers, offer more sessions, etc
- Fit out works and renovation of existing spaces to optimise space and increase service hours.
- Offer services that are closer to home
- Improve treatment service quality and efficiency of facilities
- Ensuring all facilities are compliant with Disability, Building Regulatory Compliance (BRD), Essential Safety Measures (ESM), and Occupational Health and Safety (OH&S)
- Improve the asset's environmental sustainability and indoor environment quality to promote the health and wellbeing of consumers and healthcare workers/staff. Foster environmentally sustainable uses of resources and reduction of greenhouse gas emissions and climate change adaptation.
- Minor upgrades to improve the aesthetics of the facilities.
- Works in existing facilities that best mitigate the risk of serious incidents occurring and balance the need to provide safety with service provision in a therapeutic and least restrictive environment

These are the priority funding areas set out in the Guidelines for this program funding round.

Service Stream *

Project Type *

Primary Project Driver *

- | | | | |
|---|---|--|---|
| <input type="radio"/> Offer after hours services such as through extended hours such as opening on a Saturday morning | <input type="radio"/> Improved privacy | <input type="radio"/> Effectiveness | <input type="radio"/> Service efficiency |
| <input type="radio"/> Offer services that are closer to home | <input type="radio"/> Improved resident amenity | <input type="radio"/> Regulatory compliance | <input type="radio"/> Financial viability |
| <input type="radio"/> Amenity | <input type="radio"/> Demand pressure | <input type="radio"/> Effectiveness and efficiency | <input type="radio"/> Viability |

Community Mental Health Expansion Program 2023-24 Application Form

Form Preview

- Improved facility function/efficiency
- Improved safe working environment for staff
- Regulatory Requirement
- Increased accommodation revenue
- Capability
- Dementia-friendly
- Efficiency
- Improved delivery of contemporary models of care
- Capacity
- Minor Capital Works
- Royal Commission Recommendations
- Quality and Safety
- Improved marketability
- Economic and social benefits for the State
- Environmental / Sustainability
- Other:
- Consumer and healthcare worker safety
- Quality

Select one key driver that is the primary reason for undertaking the project.

Proposal Outline

The below takes a 'What? - Why? - How?' approach to describe your proposed project.

Please provide short summary of project / proposal *

Word count:

Must be no more than 100 words.

Provide a short description of your project - what do you plan to do?

Key deliverables of project *

Please provide a high-level description of the deliverables from the project (eg. Two new consulting rooms including fixtures and fittings). The specifics of items (models, quantities, etc) must be included in your cost plan under the Financial Details section of this application form (page 4).

Expected Benefits from Project *

Please describe the current state and the future state that will be achieved as a result of delivering this project. Please include any evidence/metrics where available. For example, extended service hours

What is the impact and risk to the health service if funding is not provided? *

i.e. limited service hours, limited capacity, high demand

Evidence *

Attach a file:

Community Mental Health Expansion Program 2023-24 Application Form

Form Preview

Please provide evidence that demonstrates the nature, urgency and likelihood of the risk, e.g. existing worksafe notices, near miss reports, evidence of failures, IPC findings and/or reports.

Supporting documentation

- Please attach documentation to support your proposal. Where appropriate, include photos to assist with assessment of your submission.
- Supporting documentation may include: Feasibility Study, design development drawings, schematic designs, functional plans, etc.
- If your project is in response to recommendations from Review, Audit or Report, please provide copy of the relevant report.

Attach Supporting Documentation *

Attach a file:

Please ensure that all files are clearly named so as to be easily identifiable.

Financial Details

* indicates a required field

Project Costs

Total amount of Community Mental Health Expansion Program funding requested (excluding GST) *

\$

Must be a whole dollar amount (no cents).

Project value shall not exceed a maximum value of \$6,000,000 (excluding GST)

Comments

Word count:

Must be no more than 100 words.

Total project cost (excluding GST) *

\$

What is the total budgeted cost (dollars) of your project?

Other source of funding (excluding GST)

\$

Must be a dollar amount.

(GST exclusive). Specify amount of funding received from other source(s)

Specify items and comment

Community Mental Health Expansion Program 2023-24 Application Form

Form Preview

Word count:

Must be no more than 100 words.

Identify source(s) of additional funding

Please advise the total contingency amount included in your total funding requested *

\$

Please provide the amount of contingency allowance, and attach supporting documentation below.

Description of contingency *

Word count:

Must be no more than 100 words.

Please describe why you have included this level of contingency. Appropriate contingency must be aligned to current stage of project development.

Does your cost estimate include allowances for any of the following?

- | | |
|--|--|
| <input type="checkbox"/> Preliminaries Site Amenities | <input type="checkbox"/> Provisional Sums (i.e equipment quotations) |
| <input type="checkbox"/> Builders Margin | <input type="checkbox"/> Signage (i.e. emergency, wayfinding) |
| <input type="checkbox"/> Staff Training (i.e. related to new equipment) | <input type="checkbox"/> Access (Scaffolding, craneage, etc) |
| <input type="checkbox"/> Demolition / Removal of existing services or equipment | <input type="checkbox"/> Out of hours works |
| <input type="checkbox"/> Landscaping Fencing | <input type="checkbox"/> Staging Temporary Works |
| <input type="checkbox"/> Electrical Capacity Upgrades (i.e switchboards) | <input type="checkbox"/> Decanting Relocation (i.e. patients, staff, related equipment and services) |
| <input type="checkbox"/> Mechanical Capacity Upgrades (i.e.switchboard, chiller) | <input type="checkbox"/> Make good allowance (i.e. patching painting) |
| <input type="checkbox"/> Mechanical - New Plant Room | <input type="checkbox"/> Hazardous materials |
| <input type="checkbox"/> Mechanical re-configuration / re-balancing | <input type="checkbox"/> Asbestos removal |
| <input type="checkbox"/> Software upgrades licences | <input type="checkbox"/> Latent Conditions |
| <input type="checkbox"/> FFE | |

Detailed Cost Analysis

Provide a detailed cost analysis for your project *

Attach a file:

Have you received independent costings for this proposal? *

- Yes
 No

Supporting documentation

Community Mental Health Expansion Program 2023-24 Application Form

Form Preview

Please attach data contractor/supplier quotes (no older than 3 months), independent cost estimates, contingency profile, cost plans, quantity surveyor reports, consultancy estimates, and any other documentation to support the financial information provided above. *

Attach a file:

Refer to Guidelines section Submission Requirements. Appropriate Contingency Profile must be applied within your submission. Please ensure that all files are clearly named so as to be easily identifiable. Note: Where additional revenue and/or cost savings are anticipated from the solution proposed, an Asset Lifecycle Costing template must be completed. Refer to <https://www.vhba.vic.gov.au/mental-health/mental-health-capital-renewal-fund>

Assessment Criteria

* indicates a required field

Project Readiness

Current Project Stage

- Preliminary / Sketch Design / Cost Plan not complete
- Schematic Design Documentation and Cost Plan
- Detailed Design / Cost Plan Complete
- Ready for Tender
- Detailed Design Documentation and Cost Plan
- Contract Documentation / Tender Ready

If selecting Other, please specify the stage this project is at.

Attach preliminary scoping documents/schematic design/sketch plan/design reports

Attach a file:

Provide the location of existing and proposed asset replacement on a floorplan(s). Please label all attachments clearly with health service name, project name and description of information

Have you engaged Architect, Services, Building Surveyor, Town Planner and Quantity Surveyor?

- Yes
- No
- Not Required

Comments on project readiness and implementation, including the status of other current capital projects at your health service.

Word count:

Must be no more than 200 words.

Identify if operational areas have confirmed that the required works can be undertaken in the timeframes indicated in the proposal

Community Mental Health Expansion Program 2023-24 Application Form

Form Preview

Word count:

Must be no more than 200 words.

Transition planning identified

- Yes
- No

Anticipated length of project

Estimated number of months from funding to project completion, including an expected completion date. Remember that this project must be able to be completed within 18 months.

Confirm whether the following approvals are required *

- Planning Permit
- Building Permit
- Not Applicable

Governance *

Word count:

Must be no more than 600 words.

The degree to which health service/agency governance structures and processes are in place to oversee the proposed project development, implementation, monitoring & reporting. This relates to the governance framework supporting transparency, probity and accountability relating to the delivery of this proposal.

Strategic Alignment *

Word count:

Must be no more than 600 words.

Alignment with the Community Mental Health Facilities Expansion Program objectives: increase community mental health service activity by Area Mental Health and Wellbeing Services through expansion of space by fitting out owned or leasehold premises prioritise eligible services that have not received additional funding for community mental health capital projects in the past 3 years prioritise investments that will deliver the greatest gain in community mental health service hour growth relative to eligible services' current performance enhance community mental health service capacity and delivery of contemporary models of care alignment with key drivers for community mental health investment.

Service efficiency and demand pressure *

Word count:

Must be no more than 800 words.

Addresses one or more of the following: service capacity and growth expansion (for example, increased space for additional community mental health workforce (FTE), improved service options, reduced service fragmentation) consideration of fit-out costs as a value-for-money measure against

Community Mental Health Expansion Program 2023-24 Application Form

Form Preview

increased contact hours demand pressure models of care (for example, contemporary models of care/ improved services closer to home).

Additional community service hours *

Word count:

Must be no more than 400 words.

Please provide the following information (with supporting attachments showing detailed workings): additional FTE (discipline, grade, and fraction) additional community mental health service hours each FTE will provide yearly, and total hours additional consumers are projected to be seen under the submission yearly additional consumer spaces, such as additional consulting rooms, group therapy rooms, additional sqm. etc.

Attach a document demonstrating your calculations for the above *

Attach a file:

Healthcare quality and safety improvement *

Word count:

Must be no more than 600 words.

Addresses one or more of the following: • regulatory compliance • standards compliance • patient and staff amenity • safety, quality • risk. The submission should provide actual evidence of how the capital works will remove/fix current risks of non-compliance or actual non-compliance.

Environmental sustainability *

Word count:

Must be no more than 600 words.

Alignment with the applicable environmental sustainability initiatives in environmental sustainability requirements and checklist.

Attach supporting documents for all the above selection criterias

Attach a file:

Approval Certification

* indicates a required field

Applicant Checklist

Please check that all relevant items below have been completed

Photos attached (if relevant)

Community Mental Health Expansion Program 2023-24 Application Form

Form Preview

- Independent quotes and cost plans attached
- Documents supporting the evaluation criteria attached
- Independent reports highlighting risk and / or compliance issues including recommendations and proposed solutions
- Environmental Sustainability Requirements and Checklist attached

Please acknowledge that you are willing to provide monthly reports to VHBA on project progress and participate in monthly meetings with VHBA (if necessary) *

Certification

Privacy

We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. Our [privacy statement](#) is available for viewing.

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that the Chief Executive Officer (or equivalent) has endorsed this application and the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I Agree *

- Yes
- No

Name of person authorised to submit application *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position title *

Email *

Primary Phone Number *

We may contact you to verify that this application is authorised by the applicant organisation. Use area code e.g. (03) 9999 6666 or 61 for mobile.

Community Mental Health Expansion Program 2023-24 Application Form

Form Preview

Please provide details for Chief Executive Officer or Head of Organisation

CEO / Head of Organisation *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position title *

Email *

Phone Number *

Must be an Australian phone number.
Use area code e.g. (03) 9999 6666 or 61 for mobile.

Applicant Feedback

Before you review your application and click the SUBMIT button, please take a few moments to provide some feedback.

Please indicate how you found the online application process:

Very Easy Easy Neutral Difficult Very Difficult

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

Estimate in minutes

Do you have any suggestions for improvements and/or additions to the application process/form that you think we should consider?