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| 2018–19 Mental Health and Alcohol and Other Drugs Facilities Renewal Fund |
| 2018/19 Year 4 - Frequently Asked Questions |

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# General

## What is the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund?

A $10 million Mental Health and Alcohol and Other Drugs Facilities Renewal Fund for 2018-19 has been established as part of the Victorian Government’s commitment to improve quality and safety of care for both Mental Health and Alcohol and Other Drug service facilities.

Grants will be used to renew existing facilities to deliver contemporary models of care and address issues of aged facilities.

Applications should be consistent with the guidelines and focus on one or more of the following:

* + Need for minor refurbishment of ageing facilities to be fit for purpose and meet current-day environmental and functional standards and:
    - Improve consumer, carer and staff safety through capital investments that balance safety with the need to provide services in a therapeutic and least restrictive environment into existing facilities
    - Improve amenity to enhance recovery, rehabilitation and therapeutic opportunities
    - Minimise the use of restrictive practices or clinically inappropriate environments
    - Improve treatment service quality and efficiency of outcomes.

**Specifically, each submission should demonstrate how the submission will:**

* + Improve safety of consumers, carers and staff
  + improve the experience of service for consumers and carers
  + Promote least restrictive practices
  + Support the advancement of recovery, or rehabilitation and therapeutic opportunities
  + Assist improving consumer choice and freedoms
  + Increase quality and efficiency in treatment service outcomes and capacity.

## Scope

Grants can be used on existing facilities for minor refurbishment / repairs / upgrades of ageing facilities to provide greater comfort for patients and enable clinicians to deliver safer and more efficient care that improves patient outcomes.

Mental Health and Alcohol and Other Drug services can apply to the fund to buy equipment including furniture, fittings, or upgrade essential infrastructure such as plant equipment, systems to reduce power and water usage and information and communications technology.

Funding upgrades to service agencies, will ensure all Victorians can access the high-quality care and facilities they need and deserve, no matter where they live.

**Alcohol and Other Drugs submissions are capped at 2 submissions per agency with a project minimum of $20,000 (excluding GST) per project and a maximum of $200,000 for minor construction, remodelling and refurbishment projects.**

**Mental Health submissions are capped at 2 submissions per agency with a project minimum of $10,000 (excluding GST) per project and a maximum of $500,000 for minor construction, remodelling and refurbishment projects.**

# When do Year 4 applications close?

Year 4 applications are due by 5:00pm Monday 20, May 2019. Applications are made via: [**https://dhhs.smartygrants.com.au/mhfrfyear4**](https://dhhs.smartygrants.com.au/mhfrfyear4)

# What is Year 4: Mental Health and Alcohol and Other Drug Facilities Renewal Fund?

## What types of projects are considered under the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund?

The panel will consider projects including:

* Construction, remodelling and refurbishment projects
* Equipment; including standalone furniture, fittings, medical equipment, engineering, infrastructure and plant
* Information & communications technology
* New technologies; including systems to reduce usage and increase efficiencies of power and/or water
* Upgrading and modernising of facilities to meet the needs of their local communities

## Can a health service / agency submit more than one application to Year 4 of the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund?

Yes, health services may submit a maximum of 2 applications for the fund in alignment with eligibility criteria. Each application should be prioritised and endorsed by the Chief Executive Officer.

## Should different proposals be combined in the same application?

No. Each project will require a separate application to the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund. Health services / agencies are required to rank the relative priority of each application on the first page of the application form.

## Can I apply for projects that may be eligible under other funding sources?

Yes. Health services and agencies can still apply but it is suggested that they identify in their applications (checklist on page two of the application - Comments box) that they have submitted proposals to other funding sources. Note that under the conditions of funding, funding is not available for projects previously funded or already approved for funding from another source.

## When does my project need to be completed?

It is anticipated that projects will be completed by December 2020. Specific timelines should be developed and proposed as part of any application. Applications should demonstrate the current status of planning and ‘readiness’, which will enable the project to meet the proposed timelines. Capital / construction projects will be formalised with a Project Agreement, where milestones and payment schedules are clearly agreed and articulated.

## Can funds be sought for projects to leased properties?

Projects that relate to capital works to property not owned or controlled by the State Government will be considered. However, it is preferred that such property should not be mortgaged nor encumbered. In such circumstances the Department will require a legally binding agreement with the mortgagee or charge of the property. Applications should clearly outline the lease term.

## Where can I find out more about Health 2040?

Health 2040 provides ten key principles guiding reform that were identified at the Victorian Health Reform Summit.

Proposals to MHAODFRF should demonstrate alignment with government commitments and policies such as Health 2040.

Further information on Health 2040 can be found in the joint Ministers message to the Victorian Health Reform Summit, or in the [Health 2040 discussion paper](https://www2.health.vic.gov.au/about/publications/researchandreports/health-2040-dicussion-paper) <https://www2.health.vic.gov.au/about/publications/researchandreports/health-2040-dicussion-paper>.

# Applications

## When do applications close for Year 4?

5:00 pm on Monday 20 May 2019 via the SmartyGrants on-line portal [**https://dhhs.smartygrants.com.au/mhfrfyear4**](https://dhhs.smartygrants.com.au/mhfrfyear4)

Email queries can be sent to mhfrf@dhhs.vic.gov.au.

## How do I submit an application?

Applications must be submitted via the on-line portal [**https://dhhs.smartygrants.com.au/mhfrfyear4**](https://dhhs.smartygrants.com.au/mhfrfyear4)

## Will hard copies be accepted?

No. All submissions must be provided via the on-line portal [**https://dhhs.smartygrants.com.au/mhfrfyear4**](https://dhhs.smartygrants.com.au/mhfrfyear4)

## What information should the application include?

Applicants should read the 2018-19 Mental Health and Alcohol and Other Drugs Facilities Renewal Fund Guidelines in full before submitting. Please consider your eligibility and alignment of the proposal with the guidelines and criteria, prior to submitting your proposal. The application form and the CEO declaration must be completed for each proposal to the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund. Relevant supporting documentation can be included as attachments to the application.

## How will my application be assessed?

All applications will be considered in the context of the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund objectives, a state-wide priority context and the submission’s alignment with Victorian Government objectives. The assessment will include consideration by Divisional Departmental Officers and, where applicable, relevant Program areas. Applications will be assessed against criteria outlined in the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund Guidelines. All requests for infrastructure funding, including those considered under the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund, are considered in the context of state-wide capital investment priorities and taking into account the whole-of-health system planning context.

**Assessment of Applications will be assessed in three phases:**

* Initial review of application for compliance, eligibility and buildability readiness
* Internal departmental program review
  + Prioritisation and recommendations to the Minister for Mental Health for endorsement

## Can I make changes to my application after it has been submitted?

If you need to alter your application after it has been submitted but before the application period closes, please contact us via mhfrf@dhhs.vic.gov.au> or 9096 2644. Once Year 4 closes on Monday 20 May 2019 applications are unable to be altered.

## How will I know the outcome of my submission?

All applicants will receive written notification of the outcome of their submission following completion of the assessment process. Successful projects will be listed in due course on the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund webpage.

# Further information

## Where can I get further information or assistance?

If you require further information or assistance in relation to the requirements of the MHFRF – Year 4 please contact us via email on mhfrf@dhhs.vic.gov.au or phone Joanne Burns (03) 9096 2644.

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| To receive this publication in an accessible format phone Joanne Burns (03) 9096 2644, using the National Relay Service 13 36 77 if required, or email mhfrf@dhhs.vic.gov.au.  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Department of Health and Human Services, May 2017.  Where the term ‘Aboriginal’ is used it refers to both Aboriginal and Torres Strait Islander people. Indigenous is retained when it is part of the title of a report, program or quotation.  Available at [Mental Health Facilities and Alcohol and Other Drugs Renewal Fund](https://www2.health.vic.gov.au/mental-health/priorities-and-transformation/renewal-grants) |