



PAY IT
FORWARD
PLAN

PAY IT FORWARD 2025
GRANT GUIDELINES



Alike^{WA}

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OVERVIEW

The Pay it Forward Plan (PIF) is an innovative early intervention and prevention mental health and social and emotional wellbeing (SEWB) program, providing small grants funding to peer support groups.

Pay it Forward grants are aimed at peer support groups and projects that focus on improving mental health and SEWB outcome for group members and the wider community, to provide tools to increase group recognition and membership, and to improve mental health literacy contributing to reduced stigma and strengthened interventions.

ELIGIBILITY

- Funding is open to all Alike WA members
- Projects must demonstrate that they align to the Pay it Forward program outcomes (see Assessment Criteria)
- Applications are up to \$10,000 excluding GST
- Activities and service delivery must take place in Western Australia
- Applicants must not be in receipt of funding from the Mental Health Commission
- Projects should demonstrate clear objectives and anticipated outcomes
- Project budgets must be detailed, specific and transparent, have a clear and tangible timeframe and be accompanied by external supplier quotes
- Intended project delivery date must be completed within the advised grant funding period

ASSESSMENT CRITERIA

Projects will be assessed on their individual merit and how closely they align with the below Pay it Forward program outcomes:

- The project contributes to positive mental health/SEWB outcomes by providing **prevention, early-intervention and/or recovery** initiatives for support group members and/or the community
- The project demonstrates **promotion of positive mental health/SEWB**
- The project builds **mental health literacy** for support group members and/or the community
- The project contributes to building **support group capacity** (growth and expansion)
- The project contributes to **support group sustainability** (long-term running)

Priority will be given to applicants who have not been funded by Alike WA / ConnectGroups within the past 24 months.

WHAT WILL NOT BE CONSIDERED

- Items or funding, including but not limited to Salaries & Wages, that benefits an individual rather than the support group or organisation
- Projects or activities taking place outside of Western Australia
- Applicants with an Alike WA / ConnectGroups grant that is currently open and has active funds
- Past grantees who have not completed their final report for previous projects
- Incomplete or inaccurate applications. All quotes and supporting documentation must be provided before the close of the grant round
- Projects with timeframes that cannot be completed before the advised grant end date
- Purchases or activities that have taken place prior to funding approval
- Facebook advertising unless through an approved vendor (eg marketing agency)

ASSESSMENT PROCESS

All applications are considered by an Assessment Panel made up of representatives from:

- Alike WA Inc.
- Mental Health Commission of WA
- Peer Support Group sector

Alike WA reserves the right to request further information in considering any application as well as the right to reject any application.

Your application may also be approved for partial funding. The decision made by the panel is final.

All applicants will be notified of the outcome of their application within approximately six weeks of the closing date.



WHAT TO CONSIDER BEFORE SUBMITTING YOUR APPLICATION

TIME FRAME

- There are two Pay it Forward rounds per year.
- Please check the website for opening and closing application dates

BUDGET AND QUOTES

- Applicants must provide quotes from an external supplier or vendor that match their project budget
- Your requested budget amounts should exclude the GST component
- If purchasing from online sites, we will accept screenshots that clearly display the items, their cost and the GST component
- Items that have fluctuating costs (eg flights, hotel accommodation) will be assessed on the supplied quote. If the item is approved, any variance in cost will be required to be covered by the applicant

APPLICATION SUPPORT

- Alike WA's Engagement Team are available to discuss your project ideas and provide guidance during the application process
- Engaging with Alike WA prior to the revision deadline will support you to ensure your proposed project meets the program eligibility and that you address the assessment criteria to the best of your ability

FUNDING AGREEMENTS

Successful applicants must enter into a written funding agreement with Alike WA before any payment is provided. Please ensure that the authorised person from your group or organisation signs the agreement.

If Alike WA do not receive a signed grant agreement from you within 7 days of distribution, our letter of offer will be withdrawn and the funds will be returned to the general grant funding pool for the next round.

PAYMENTS

Alike WA will be responsible for all payments to vendors and suppliers providing goods and services for grant recipients and will facilitate that process enabling grant holders to focus on the outcomes of their project.

THERE IS NO DIRECT EXCHANGE OF FUNDS between Alike WA and grant recipients.

Alike WA is unable to reimburse payments made to a supplier by an applicant (individual or group).

All online subscriptions will require a credit card provided from the group to use post payment by Alike WA.

RECOGNISING ALIKE WA

Your funding agreement will outline some of the ways you can acknowledge Alike WA's financial assistance.

PROUDLY SUPPORTED BY LOGOS

Where practical, please display a 'supported by' logo on funded marketing materials. You will be provided with a colour version and a transparent version (for use on coloured backgrounds). You cannot use this logo for any other purpose.

COMMUNICATIONS

In social media and other communications, please acknowledge Alike WA's support and tag Alike WA in any social media posts relating to your Pay it Forward project.

REPORTING

Acquittals are a necessary component of your grant application. You will be required to complete a report upon completion.

You will receive notification when your report is due. Please do not hesitate to contact us if you would like to complete your report earlier, require more time, or would just like some advice.

FREQUENTLY ASKED QUESTIONS

HOW MANY APPLICATIONS CAN I SUBMIT?

There is a limit of one submission per applicant per funding round. This allows us to distribute funds fairly.

DOES THE PROGRAM SUPPORT PAYMENTS FOR THE APPLICANT?

No, applicants cannot financially benefit from the proposed project. There cannot be a financial benefit to staff, volunteers or Board members of an applicant organisation.

CAN I SUBMIT A JOINT APPLICATION WITH ANOTHER GROUP?

Yes, Alike WA encourages collaboration, however, one group needs to be identified as the point of contact for communication.

I HAD AN APPLICATION LAST ROUND, CAN I APPLY AGAIN?

Yes, as long as your grant is completed and the final report for your grant has been submitted, you are eligible to apply for the next grant round.

PAY IT FORWARD PLAN

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