

Chambers Wellness Fund

Guidelines

About the Program

The Chamber Wellness Fund (the Fund) is part of the [Small Business Wellness Package](#) (the Package) developed by the Queensland Government in partnership with the Chamber of Commerce and Industry Queensland (CCIQ). The Package aims to support the mental wellness of Queensland small business owners and operators and promote available support services.

Awareness of and accessing services remains a challenge for small business owners and those that seek to support them. Starting the conversation is often the most difficult part.

A range of resources and programs is available to support mental wellness for small business operators. They include:

- [CCIQ](#)
- [Caloundra Chamber of Commerce and the Thompson Institute's Emerald Program](#)
- [Kingaroy Chamber of Commerce and Industry SMILE Mental Wellbeing Initiative](#)
- [Ahead For Business](#)
- [Beyond Blue](#)
- [Heads up Small Business](#)
- [Counting on U](#)
- [Queensland Small Business Commissioner](#)

The Department of Employment, Small Business and Training (DESBT) is administering the Chamber Wellness Fund.

The Fund is available to Queensland chambers of commerce to help build awareness of services and to upskill chambers and their members to support business owners.

Chambers can apply to the Fund for grants to develop and implement local mental health wellness initiatives that are tailored to the small business owners and operators in their community. This can include initiatives for chamber members to strengthen their confidence and capability to start conversations about mental health and wellbeing with their staff or family members and other business owners.



The Fund application process is competitive, meaning that applications will be evaluated against an assessment criterion and not all applications will be funded. Applicants can only apply for funding for activities designed to address the mental wellness of small business owners and operators. Successful grant funded activities will fall into one of three priority areas:

Priority areas	Example
1. Activities that inform or connect chamber members to mental wellbeing resources and support services available	Events, facilitating support groups, campaigns or other mental health initiatives
2. Training for chamber of commerce members	Training that addresses the skills gap for chamber of commerce members, such as accidental counsellor, Counting on U, or similar
3. Training for chamber of commerce executives	Training that addresses the skills gap for chamber of commerce executives, such as accidental counsellor, Counting on U, or similar

Program Outcomes

The expected outcomes of the grants program are to:

- increase awareness of the resources and services available to help small business owners and operators to manage their mental health and wellness
- assist to alleviate stressors for small business owners
- help prevent further mental health issues for small business owners, their staff, families, and communities
- improve business survivability and resilience.

What funding is available?

Upfront grant funding of up to \$5000 (excluding GST) and not less than \$2,000 (excluding GST) is available. Successful applicants do not have to co-contribute to this grant; however, successful applicants must pay for any related expenses in excess of the approved funding amount.

Who can apply and what are the eligibility criteria?

To be eligible to apply for this grant, the chamber must (at the time of applying):

- be a chamber of commerce currently operating in Queensland;
- have an active Australian Business Number (ABN);
- have a Queensland headquarters.



What can the grant funding be spend on?

DESBT will fund any activity that contributes to the mental wellness of small business owners and operators and is aligned to one of the three priority areas detailed in the About the Program section above.

What can't the grant be spent on?

DESBT will not fund the following activities:

- general operating costs
- supply of alcohol
- travel
- purchase of stock
- salaries
- fleet vehicles
- computer hardware

In addition, DESBT will not provide retrospective funding for activities delivered prior to the approval of the application.

What are the timeframes to deliver activities?

It is intended that the grant funded activity be commenced within six months of funding approval and completed within 12 months of funding approval.

What is the application process?

Applications for funding will be awarded through a two-stage application process:

Stage 1: Registration of Interest (ROI)

The ROI is a short online form seeking core business information and confirming eligibility for the grant program. It also includes basic details of the proposed activity, estimated delivery timeframes and estimated costs. The ROI will:

- Open 9.00am Wednesday 14th December 2022
- Close 11.59pm Tuesday 14th February 2022 (extended from Tuesday 24th January 2023)

Late submissions will not be accepted under any circumstances.

Apply at [SmartyGrants | Home](#).

Stage 2: Full Application

Selected applicants will be invited to complete a full application. The full application will give the applicant the opportunity to expand on the proposal detailed in the ROI and will confirm activity details, delivery timeframes and costs. The full application will:

- Open 9.00am Tuesday 28th February 2023 (extended from 1 February 2023)
- Close 11.59pm Friday 24th March 2023 (extended from 28 February 2023)



How will applications be assessed?

Stage 1 – Registrations of Interest (ROIs)

Valid ROIs will be assessed against the program eligibility criteria (as detailed in ‘Who can apply and what are the eligibility criteria’ above) and applications that meet the eligibility criteria will be selected to move to Stage 2.

Stage 2 – Full Application

Step 1 – Eligible applications from Stage 1 will be invited to complete a full application, which will be competitively assessed against the following assessment criteria:

Applicants should show the extent to which the grant funded activity will:

- positively impact the resilience and mental wellness of small business operators; and
- demonstrate value for money.

Not all applications will be funded.

DESBT may also consider equitably distributing successful full applications across the state.

Step 2 – Following assessment, assessors recommend applications to the DESBT decision-maker, who will approve funding allocations. DESBT will advise applicants of the outcome of their grant application from 17 April 2023 via the email address submitted with their application. Successful applicants will receive a Letter of Approval outlining the funding agreement. The funding agreement is between the recipient and DESBT, not a third party. DESBT will only correspond with the grant recipient.

Applicants should ensure their email address is current and correct. They should also regularly check all of their email folders including junk or spam folders to make sure communications from DESBT are not missed.

Step 3 - DESBT will make a single grant payment to successful grant recipients via Electronic Funds Transfer.

Step 4 - Recipients commence their grant funded activity within six months of approval and complete their grant funded activity within 12 months of approval. Approved recipients must advise DESBT of any proposed variations to the approved activity's scope or delivery timeframes for approval as soon as any variation is identified.

Step 5 - DESBT will survey recipients within six months after completion of the grant program. The survey will ask questions about how the grant funded activity has been of assistance to recipients. Recipients must complete and return the survey to DESBT.

Privacy Statement

DESBT collects your personal information for the purposes of:

- managing the Chamber Wellness Fund;
- promoting relevant issues and services to you; and
- researching and reporting on grant programs.

DESBT, including its employees, may use and disclose the personal information provided in the application to third parties for these purposes. Third parties include:

- Queensland government departments and agencies;
- Commonwealth government departments and agencies;
- other state or territory government departments and agencies; and
- non-government organisations.

DESBT or the Minister responsible for the Small Business portfolio may publish grant recipient information on government websites or in media releases while publicising the outcomes of the program. Published information may include business name, funding amount, suburb/postcode, and outcome details. DESBT will only use your personal information for these purposes. DESBT will handle your personal information in accordance with the *Information Privacy Act 2009* and the Queensland Government information privacy policy. DESBT will not otherwise use or disclose the information unless authorised or required by law. You may view the Queensland Government's information privacy policy at <https://www.qld.gov.au/legal/privacy> .

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Further information

For more information about the Chamber Wellness Fund or your application, call DESBT on 1300 654 687 or email wellness@desbt.qld.gov.au.