



Department of Local Government,
Industry Regulation and Safety

Mentally Healthy Workplaces Grant Program



Guidelines
2025–26 to 2028–29



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Purpose

These guidelines set out the eligibility, application, assessment, reporting and financial requirements for the Mentally Healthy Workplaces (MHW) Grant Program 2025–26 to 2028–29.

Objective

The MHW Grant Program provides grant funding to support the creation of safer workplaces through initiatives that:

- improve the understanding and management of psychosocial hazards;
- seek to prevent work-related psychological harm by addressing psychosocial hazards and associated risks;
- strengthen workplace capability to meet psychosocial work health and safety (WHS) duties;
- build practical skills and understanding to recognise and assess psychosocial hazards and meet psychosocial WHS duties; and
- support clear, accessible information for diverse workforces.

Overview

The MHW Grant Program commenced in 2022, with the first round of funding completed in 2024–25. As part of the WA Government's continued commitment to workplace mental health, a second round of grant funding is available for a further four years to 2028–29. This continued funding seeks to build on the success of the first round of the MHW Grant Program.

The MHW Grant Program 2025–26 to 2028–29 complements the suicide prevention focus of the Mental Health and Suicide Prevention Program Support Fund and supports improved outcomes to reduce harm from psychosocial risks.

The MHW Grant Program seeks to support new and innovative initiatives that provide practical, accessible outputs that help workplaces understand and meet psychosocial WHS duties. These are to be designed so that the intended audience can readily understand and apply in individual workplaces.

Funding model and administration

The MHW Grant Program is administered by the WorkSafe Group of the Department of Local Government, Industry Regulation and Safety (the department), in collaboration with the Mental Health Commission. This includes coordination of the competitive application process.

The MHW Grant Program makes available \$4 million over four years, with \$1 million allocated per year over the life of the program. Funding is to be made available to eligible applicants through an open competitive process across two stages.

Stage one provides grant funding for initiatives of up to two years in duration, with grants of up to \$200,000 per year available to successful applicants.

Stage two will seek to provide funding to support tools and strategies to address identified psychosocial risks and evaluation following the completion of stage one.

Program delivery

The MHW Grant Program is delivered over two stages to support workplaces to build capability to understand, identify and manage psychosocial hazards over time.

These guidelines provide details on the delivery of stage one. Revised guidelines setting out stage two are to be finalised at the end of 2026.

Stage one – Awareness and understanding

To improve workplace capability to understand psychosocial hazards, identify risks and assess how work design and organisational factors may contribute to harm through practical and accessible workplace focused outputs.

Stage one of the MHW Grant Program supports initiatives that help workplaces build foundational capability to recognise psychosocial hazards and understand their duties to manage those risks.

Funded initiatives must deliver practical, accessible outputs for the intended workplace audience. Accessibility must be considered in both design and delivery.

This includes ensuring outputs are:

- clear and easy to understand;
- relevant to the workplace or industry context;
- usable by workers and persons conducting a business or undertaking, with varying levels of literacy and experience; and
- available in formats suited to how the intended audience accesses and uses information.

Funded initiatives must support workplaces to improve their:

- understanding of psychosocial hazards and their impact;
- ability to identify psychosocial hazards in the workplace;
- ability to assess psychosocial risks and contributing factors; and
- ability to apply this understanding within the workplace.

Examples of suitable initiatives may include:

- practical tools or guidance that help workplaces identify psychosocial hazards;
- resources that support workplaces to assess psychosocial risks;
- training or capability building initiatives that develop understanding of psychosocial hazards and duties; and
- industry specific resources designed to be accessible and usable by the target workforce.

Stage two – Tools and strategies

Practical strategies and tools to address identified psychosocial risks, and evaluation approaches that support workplace learning and improvement. Initiatives may build on outputs or learning developed through stage one, where appropriate.

Guidelines to be finalised at end of 2026.

Eligibility

Funding may only be granted where eligibility requirements have been met.

Eligible applicants

An eligible applicant is:

- a company incorporated in Australia;
- an incorporated or unincorporated association;
- a registered charity or not-for-profit organisation;
- an Aboriginal or Torres Strait Islander Corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*; or
- a partnership application with a lead organisation.

Applicants must:

- hold an ABN or ACN;
- be registered for GST;
- have a bank account with an Australian financial institution; and
- hold public liability or professional indemnity insurance.

Ineligible applicants

Applicants are not eligible to apply if they are:

- organisations proposing activities where the primary benefit or impact falls outside Western Australia;
- individuals, sole traders or consultants;
- political organisations;
- religious organisations proposing activities that are religious in nature, including worship, proselytising or doctrinal teaching;
- organisations with outstanding government debts, unacquitted grants or unresolved compliance issues;
- State or local government applicants, unless the program is expressly designed as an inter-agency funding arrangement;
- bodies proposing initiatives that duplicate or are supported under another funding program; and

- entities that are currently under investigation or subject to regulatory or enforcement action, including organisations that are:
 - under investigation by the Australian Charities and Not-for-profits Commission, Australian Securities and Investments Commission or Office of the Registrar of Indigenous Corporations for governance or financial issues;
 - under investigation by WorkSafe for a serious incident or fatality or have been prosecuted by WorkSafe within the last two years;
 - under investigation by integrity, corruption or fraud bodies; or
 - facing enforcement action or sanction from another relevant regulator.

Eligible activities

Funding may be granted for initiatives providing practical and accessible outputs that can be readily understood and applied in the workplace, such as:

- training to support the understanding, identification or assessment of psychosocial hazards and duties to identify hazards, assess risks and implement appropriate control measures;
- development of practical and accessible workplace resources, tools or guidance that support workplaces to understand, identify or assess psychosocial hazards;
- adaptation, translation or enhancement of existing psychosocial guidance to improve accessibility, usability or relevance for specific workplace contexts or workforce groups;
- awareness initiatives that improve understanding of psychosocial hazards and psychosocial WHS duties;
- capability building initiatives that strengthen workplace understanding of psychosocial hazards and psychosocial WHS duties; and
- initiatives that build on existing psychosocial guidance where this improves accessibility, usability or relevance for specific workplace contexts or workforce groups, and does not simply replicate existing material without clear benefit.

Ineligible activities

Initiatives ineligible for funding are:

- for-profit activities that seek to generate private gain, subsidise normal business costs or create a competitive advantage;
- not led or governed by the applicant organisation;
- academic research projects;
- clinical treatment services, including psychotherapy, counselling or individually delivered therapeutic treatment programs;
- program models that are unsafe, unethical or inconsistent with WHS legislation, including activities that may cause psychological harm to participants;
- initiatives limited to a specific organisation or its own workforce, where there is no broader benefit to eligible workers more widely;

- general wellbeing, resilience, mental health promotion or individual coping activities that do not address workplace psychosocial hazards, work-related psychosocial risks or related WHS duties;
- primarily delivered in, or primarily benefiting, areas outside Western Australia;
- activities that do not primarily benefit workers in the industries or sectors the program is designed to support; and
- initiatives that duplicate or are already supported under an equivalent funding program.

Eligible costs

Funding may be used to cover costs associated with developing or delivering the workplace initiative, including:

- salaries or fees for project-specific staff or facilitators;
- training, materials and venues;
- travel expenses directly related to program delivery;
- evaluation and reporting costs; and
- communication and dissemination of resources.

Ineligible costs

Funding may not be used for:

- general business operations or ongoing service delivery;
- capital works, major assets or infrastructure;
- alcohol, gifts or entertainment; and
- retrospective costs or debts.

Assessment criteria

Proposals for funding must clearly address all assessment criteria shown in Table 1 and demonstrate how the initiative meets the purpose of the MHW Grant Program.

Table 1 – MHW Grant Program assessment criteria

Essential criteria	Description
Identify and address the problem	<p>Clearly identifies the psychosocial hazards or workplace risks to be addressed, supported by appropriate workplace, sector or regulatory evidence, guidance or consultation, and explains how the initiative will reduce or manage these risks in line with WHS duties.</p> <p>Demonstrates that workers, health and safety representatives, unions or other relevant stakeholders have meaningfully informed the identification and design of the initiative, and that collaboration is not limited to initial consultation.</p>
Evidence-informed design and evaluability	Demonstrates that the initiative is grounded in recognised psychosocial WHS risk management guidance or established practice, with a coherent intervention logic and a proportionate approach to evaluation and learning.
Output design, usability and accessibility	<p>Designs outputs that are practical, understandable and usable for the intended workplace, industry or sector audience, including appropriate consideration of format, language, literacy demands, implementation context and barriers to use.</p> <p>Outputs should demonstrate clear consideration of how workplaces will realistically interpret, apply and sustain use of the materials or approach in their operational context.</p>
Scope, governance and budget	<p>Provides a clear, realistic and achievable scope appropriate to the workplace, industry or sector, with defined timelines, milestones and monitoring arrangements.</p> <p>Presents a proportionate budget that represents value for money and outlines clear governance arrangements, including financial management, reporting and accountability.</p>
Innovation, feasibility, leadership support and sustainability	<p>Proposes an approach that meaningfully improves, adapts or translates psychosocial WHS risk management guidance into practical workplace application.</p> <p>Demonstrates that the approach is feasible for the intended context, identifies credible leadership or organisational support to enable adoption and implementation and shows how the initiative is designed to be sustained beyond the grant period – not dependent on ongoing external support to continue.</p> <p>Innovation may include new methods, improved adaptations of existing approaches or sector-specific translation of established WHS principles. Strength under this criterion depends on practical effectiveness and feasibility.</p>
Evaluation, impact and measurement	<p>Defines the intended impact and presents a credible, proportionate plan to measure meaningful change in psychosocial risk management capability.</p> <p>Describes how the initiative builds workplace capability to understand, identify and manage psychosocial hazards, how progress will be reviewed and learning shared for wider benefit and how the applicant will assess whether the approach is sustained beyond the grant period.</p>

Application process

When making an application, the following information must be provided:

- applicant details, including legal and trading name, ABN or ACN, organisation type and primary business activities;
- a short summary of the proposed initiative, outlining the purpose, objectives and expected outcomes;
- estimated total project cost (excluding GST);
- grant amount requested (excluding GST);
- project location and delivery setting (for example, on-site, regional or online);
- project scope and intended outcomes, including demonstrating alignment with program objectives and assessment criteria;
- details of the psychosocial hazards or workplace risks the initiative seeks to address, and how it will support workplaces to understand, identify or assess those hazards;
- details of the proposed outputs, including how they will be designed to be accessible, usable and relevant for the intended workplace audience;
- implementation plan setting out key activities, responsibilities and timelines;
- relevant supporting documentation such as quotes, letters of support or technical material; and
- information about the applicant's capacity and capability to deliver the proposed initiative, including any relevant experience, partnerships or supporting expertise.

Eligibility documentation

Eligibility to apply must be confirmed by providing supporting documentation, including:

- ABN lookup extract;
- certificate of incorporation or governing documents;
- GST registration;
- partnership agreement (if applicable); and
- evidence of current public liability or professional indemnity insurance.

Application support

The department may assist applicants to understand the guidelines and process requirements. The department cannot provide advice on how an applicant should frame or develop their proposal or assist to deliver the proposed activities.

Applicants should seek independent legal, business and financial advice before submitting an application.

Application guide

A *'Mentally Healthy Workplaces Grant Program: Applicant guide'* provides details about the application form, information and attachments required and provides guidance for applicants to address the eligibility and assessment requirements. It includes an application checklist to assist organisations to address all requirements.

Applicants should also refer to the *'Accessibility requirements for Mentally Healthy Workplaces Grant Program Initiatives: Information sheet'* when developing their proposal. The information sheet helps applicants design outputs that their intended workplace audience can access, understand and use.

Lodging an application

Applications for funding must be submitted through the application portal.

Assessment process

Eligibility assessment

Proposals will be subject to an eligibility check prior to assessment by the Mental Health Grants Committee.

Proposals are assessed against the eligibility criteria outlined in these guidelines prior to assessment. Applications that do not meet the eligibility requirements will not be considered for further assessment.

The department may consult with other state or local government entities to confirm information provided in the proposal or to verify funding partnerships.

Applicants who seek to influence, or engage directly with, the Minister for Industrial Relations, the WorkSafe Commissioner, the Director General of the Department of Local Government, Industry Regulation and Safety or members of the Mental Health Grants Committee during the application or assessment process may be deemed ineligible.

Proposals meeting the eligibility criteria will progress to assessment by the Mental Health Grants Committee.

Application assessment

It is the responsibility of the applicant to demonstrate that their application is competitive and aligns with the purpose and funding criteria of the MHW Grant Program.

Eligible applications will be assessed against the criteria provided under 'Assessment criteria'. The application will be scored against each criterion, supported by rationale, for determination by the Mental Health Grants Committee.

Where funding relates to an existing initiative, assessment may be informed by prior evidence of delivery, demonstrated outcomes and alignment with MHW Grant Program objectives.

Decision making

Eligibility determinations, funding recommendations and assessment of each applicant's suitability for support will be made by the Mental Health Grants Committee.

Recommendations will be informed by the assessment process outlined in these guidelines and conducted in accordance with the *'Western Australian Grants Administration Guidelines 2025'*.

The Mental Health Grants Committee will make recommendations to the Minister for Industrial Relations on suitable applicants to receive funding.

The Minister for Industrial Relations is to make final determination of suitable applications.

Time frame

The MHW Grant Program is delivered over two stages from 2025–26 to 2028–29. Each stage supports initiatives of up to two years in duration.

Notification

All applicants will be notified in writing of the outcome of their application.

Where a public announcement is planned, applicants may be asked to keep their grant approval confidential until the WA Government makes an official announcement.

All enquiries should be directed to WHSGrants@lgirs.wa.gov.au and quote the application number.

Funding conditions

Successful applicants will be required to enter a grant agreement with the department.

The department may request additional or initiative specific supporting documentation to finalise the grant agreement. This may include, but is not limited to:

- relevant approvals or permits required for program delivery;
- a risk management plan;
- evidence of current public liability or professional indemnity insurance;
- evaluation and reporting plans; and
- partnership or subcontractor agreements, where applicable.

The grant agreement must be executed within a timeframe agreed between the parties following formal notification of approval. The agreement becomes binding once signed by both parties.

Grant funds will be released following the execution of the grant agreement by both parties. Grant payments will be made in accordance with the schedule set out in the grant agreement. All payments are inclusive of GST.

Reporting requirements

The grant agreement will set out the timing and format of all reporting requirements. Funded organisations must submit progress and final reports as set out below.

Progress reports

Progress reports must include:

- progress against the approved milestones and intended outcomes;
- activities completed during the reporting period;
- any issues that may affect delivery;
- expenditure of grant funds to date, compared with the approved budget; and
- evidence of delivery of accessible outputs and any feedback received from the intended workplace audience.

Final reports

At the completion of the grant agreement, grantees must submit a final report detailing how the grant funds were spent and provide audited financial statements as part of the acquittal process.

Final reports must:

- demonstrate how the agreed outcomes were achieved;
- demonstrate how the initiative's outputs were accessible, usable and relevant for the intended workplace audience;
- provide all evidence specified in the grant agreement;
- identify the total eligible expenditure incurred;
- include an audited financial statement; and
- be lodged within 30 business days of project completion in format specified by the department.

Unspent funds

Unspent funds, as detailed in the grant agreement, must be returned to the department.

If a funded organisation wishes to reallocate unspent funds to other eligible costs within the approved scope of the initiative, the request will be subject to departmental approval in accordance with applicable financial management requirements.

Acknowledgement

The WA Government logo must be used on all materials, publications and communications relating to initiatives funded through the MHW Grant Program.

Publications and public statements about the funded initiative must acknowledge the support of the WA Government.

Evaluation and audit

At the completion of the MHW Grant Program, the Committee will evaluate how well its objectives and intended outcomes have been achieved.

Information provided in applications, milestone reports and final reports may be used to assess program performance and identify opportunities for improvement. This may include evaluation of the accessibility, usability and impact of funded initiatives.

Grantees may be contacted for follow-up interviews or asked to provide additional information to assist the evaluation of the MHW Grant Program.

The department and the Office of the Auditor General reserve the right to undertake an audit of program funding and outcomes within seven years of completion.

Conflicts of interest

A conflict of interest may occur, or be perceived to occur, if department staff, members of an assessment committee, or applicants or associates:

- have a professional, commercial or personal relationship who may influence the assessment process;
- have an interest in, or connection to, an organisation involved in delivering or benefiting from the initiative; or
- may receive personal or financial gain through the awarding of a grant.

All applicants must declare any actual, perceived or potential conflicts of interest. If a conflict of interest arises after submission, the applicant must immediately inform the department.

All department staff, committee members and other officials must also declare any conflicts of interest. Conflicts will be managed in line with public sector integrity requirements to ensure the assessment and decision-making process remains fair and impartial.

Privacy

Personal information is managed in accordance with the Australian Privacy Principles set out in Schedule 1 of the *Privacy Act 1988* (Cth).

Personal information will not be shared or disclosed except for the primary purpose for which it was collected, unless authorised by law or an exemption applies.

The department may use or disclose information provided by applicants for the purposes of assessment, reporting, audit or evaluation of this program.

Freedom of information

Information provided in applications and related correspondence may be subject to public release under the *Freedom of Information Act 1992* (WA).

Information that is commercially sensitive will be treated in confidence where appropriate.

The Freedom of Information Act gives the public the right to access government-held information by:

- requiring agencies to make certain information freely available;
- encouraging agencies to release as much other information as possible;
- providing the public with an enforceable right to request access; and
- restricting access only where there is an overriding public interest against disclosure.

Disclaimer

The department does not warrant and accepts no legal liability arising from or connected to the accuracy, reliability or completeness of the information contained in these guidelines.

Information is provided as general guidance only and is not intended as a substitute for independent professional advice.

Applicants should exercise their own skill and judgment in using this information and seek professional advice where appropriate.

These guidelines are subject to change at any time at the discretion of the department. Any updates will be communicated publicly and to program applicants.

Enquiries and feedback

Further information may be sought by contacting the department at: WHSGrants@lgirs.wa.gov.au.

If an applicant is dissatisfied with how an enquiry or complaint has been handled, they may refer the matter to the Ombudsman Western Australia.

Resources

The following resources are available to applicants to assist in preparing and submitting an application.

Application resources

- Application portal.
- *'Mentally Healthy Workplaces Grant Program: Applicant guide'* (note: includes an application checklist).
- Accessibility requirements for *'Mentally Healthy Workplaces Grant Program initiatives: Information sheet'*.

WA Government guidance

- [Western Australian Grants Administration Guidelines 2025](#)
- [Public Sector Commission – Conflicts of Interest Guide](#)
- [Office of the Auditor General – Better Practice Guidance](#)

Legislation

- [Privacy Act 1988](#) (Cth)
- [Freedom of Information Act 1992](#) (WA)

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